



# Stebbins High School OH-022 AFJROTC Cadet Guide

2018 - 2019



**Integrity First  
Service Before Self  
Excellence in ALL We Do**

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## **Table of Contents**

<b>Chapter 1</b>	<b>The JROTC Program</b>	<b>3</b>
<b>Chapter 2</b>	<b>Mission and Objectives</b>	<b>5</b>
<b>Chapter 3</b>	<b>Unit Organization and Operation</b>	<b>8</b>
<b>Chapter 4</b>	<b>Admission, Transfer, and Dis-Enrollment of Students</b>	<b>19</b>
<b>Chapter 5</b>	<b>Certificates of Training and Completion</b>	<b>20</b>
<b>Chapter 6</b>	<b>How to Succeed in JROTC</b>	<b>22</b>
<b>Chapter 7</b>	<b>Classroom Procedures and Conduct</b>	<b>24</b>
<b>Chapter 8</b>	<b>Uniform and Personal Grooming</b>	<b>27</b>
<b>Chapter 9</b>	<b>Curriculum Grading and Discipline Grades</b>	<b>32</b>
<b>Chapter 10</b>	<b>Community Service</b>	<b>33</b>
<b>Chapter 11</b>	<b>Clothing and Equipment</b>	<b>34</b>
<b>Chapter 12</b>	<b>Saluting Guidance</b>	<b>35</b>
<b>Chapter 13</b>	<b>Promotion of Cadets</b>	<b>37</b>
<b>Chapter 14</b>	<b>Co-Curricular Team Activities</b>	<b>43</b>
<b>Chapter 15</b>	<b>Awards and Decorations</b>	<b>45</b>
<b>Chapter 16</b>	<b>Required Knowledge</b>	<b>54</b>
<b>Attachment 1</b>	<b>Uniform Standards</b>	<b>55</b>
<b>Attachment 2</b>	<b>Cadet Leadership Course Written Option</b>	<b>68</b>

## CHAPTER 1

### THE JROTC PROGRAM

1-1. Public laws 88-647 and 93-165 authorize the Secretary of each military department to establish and maintain the Junior Reserve Officer's Training Corps at both public and private high schools.

1-2. There are approximately 900 Air Force JROTC units in high schools throughout the U.S., Belgium, England, Germany, Guam, and Japan. The Air Force program is headquartered at Maxwell AFB, Alabama. In addition to the JROTC Commandant and staff at Maxwell AFB, retired Air Force personnel such as the HQ Area Coordinator, are responsible for administering the program at each level. The direction and control of the JROTC program and supervision of all instructors in the program is delegated to the Principal of each hosting high school.

1-3. The JROTC Guide establishes procedures for organizing and operation the cadet corps. It prescribes the course of instruction in Aerospace Science and Leadership Education conducted by schools hosting the JROTC program.

1-4. Mad River Local Schools has entered into a contractual agreement with the United States Air Force to operate and support the JROTC program at Stebbins High School. The school system agrees to provide adequate facilities for the classroom, drill instruction, and storage of equipment, to provide a course of military instruction, and to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct prescribed by the Secretary of the Air Force. The Air Force will provide retired commissioned and non-commissioned officers to administer and instruct the program, necessary text materials, equipment and uniforms, and will establish acceptable standards of performance and achievement.

1-5. JROTC has been at Stebbins High School since 1967, making it one of the oldest continuous JROTC programs in Ohio. The program's highlights include:

- 1) The establishment of an annual memorial scholarship for JROTC cadets named after Cadet Captain Stephanie Crabtree and Cadet Captain Joshua Parsons who were both killed December 3, 1997 in an automobile accident in front of Stebbins High School. In addition to the scholarship, two trees were planted on school grounds (near the corner of Harshman Rd and Route 4) and a memorial plaque also hangs in the classroom.
- 2) The JROTC Classroom was named in honor of the late Lt Col (Retired) Joseph Bryan, Senior Aerospace Instructor from 2010-2014. A memorial plaque hangs inside the classroom and a bench has been placed outside of the Student Activities Center to recognize his outstanding contribution to the school and JROTC.
- 3) Sponsors a competitive drill team that has won 18 state and six national championships while accumulating over 2000 trophies since 1990.

- 4) Sponsors an Academic Challenge Team that qualified for the National Championships in Washington D.C. in 2015 and finished #8 of 209 teams.
- 5) Sponsors a Cyber Patriot team that finished second in the state in 2016, and 35<sup>th</sup> overall in the nation in the All Service Silver Division.
- 6) Earned the Distinguished Unit Award with Merit in 2016; the highest award an AFJROTC unit can receive.
- 7) Students in the AFJROTC program have received more college scholarships than any other program at Stebbins High School, to include military service academy appointments and full ROTC scholarships.

## CHAPTER 2

### MISSION AND OBJECTIVES

#### 2.1 Mission and Objectives

- A. The mission statement of JROTC is: “To develop citizens of character, dedicated to serving their nation and community.”
- B. The goal of the JROTC program is to instill in high school cadets the values of: citizenship, service to their communities, personal responsibility, and a sense of accomplishment.
- C. In accomplishing its mission, the cadet organization will satisfy the following objectives:
  - (1) Encourage a high degree of personal honor, self-reliance and leadership
  - (2) Promote patriotism.
  - (3) Promote habits of orderliness and precision.
  - (4) Develop respect for constituted authority.
  - (5) Develop the ability to perform basic military drill and ceremonies.

#### 2.2 Academic Objectives: Each cadet will endeavor to:

- A. Develop attitudes for the highest degree of personal integrity, self-reliance, self-discipline and commitment to the responsibilities associated with a cadet and a young, active United States citizen.
- B. Become a better informed citizen on matters dealing with aerospace.
- C. Know vocational, educational and leadership opportunities offered by aerospace agencies.
- D. Understand the potential impact of aerospace on the social, political, economic and military systems of the United States.
- E. Develop a list of beneficial effects that have occurred as a result of efforts in aerospace.

- F. Become familiar with aerospace vehicles and the principles that govern their operation.
- G. Become familiar with the purpose and structure of the U.S. Department of Defense, with detailed attention to the U.S. Air Force.

**2-3 Leadership Objectives:** Each cadet will:

- A. Wear the uniform and insignias in accordance with the JROTC Uniform and Awards Guide and recognize the insignia of other cadets and active duty service grades.
- B. Execute basic drill movements, positions as an individual and in unison with the members of the element, flight and wing.
- C. Correctly, promptly and proudly execute the salute.
- D. Demonstrate knowledge of Air Force customs and courtesies and conduct themselves in a socially acceptable manner, in uniform and in civilian clothes.
- E. Give appropriate commands at the proper pitch, volume and cadence. Be able to perform the duties of guide and guidon bearer, flight sergeant, flight commander and other duties as required or assigned.
- F. Understand why there must be respect for authority in any organization and demonstrate understanding by following orders promptly and to the best of one's abilities.
- G. Develop a knowledge and respect for constitutional authority.
- H. Develop knowledge of the procedure for honoring the **American flag**, the **National Anthem**, and to the **Colors** when participating in military ceremonies. Also, learn the daily procedure to raise/lower the school flags.
- I. Develop exemplary habits of orderliness and precision to prepare for responsibility and responsible Leadership.
- J. Participate in our JROTC Wellness Program, a weekly physical fitness/wellness training session to give cadets an opportunity to put into practice the wellness concepts that are taught in Leadership Education.

#### **2-4 Benefits to each cadet:**

- A. The JROTC Aerospace Science and Leadership education course will help you gain a better understanding of the importance of the world around you and your other high school courses. You will see how the knowledge one gains in each subject is applied to many segments of aerospace science.
- B. You will receive one elective credit for each year of JROTC Aerospace Science and Leadership education.
- C. If you complete at least three-years of the JROTC program and attend college, you may be eligible to receive college credit toward the Air Force ROTC program.
- D. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to Table 2.1 of Air Force Recruiting Service Instruction (AFRSI) 36-2001, Recruiting Services for the Air Force. Cadets may be entitled to credit in the Senior JROTC program. See JROTCI 36-2011, Administration of Senior JROTC Cadets. Title 10 USC sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.”
- E. Cadets will be provided with a “Resume” of all of their JROTC activities that can be used when applying for college or job opportunities.

#### **2.5 Scholarships:**

Each of the following scholarships is available to cadets to apply and compete for. JROTC has been successful in securing each of these scholarships in the past:

- a. OH-022 JROTC Memorial Scholarship
- b. Senior ROTC (Air Force and Army)
- c. The Daedalians Cadet Flight Incentive Program

## **CHAPTER 3**

### **UNIT ORGANIZATION AND OPERATION**

In any organization, it is necessary to assign responsibility and authority to some members to insure that all the organization's goals are met. In our unit, our chain of command is approximately the same as in an active duty Air Force squadron. At the top of our chain is the school principal. Beneath him/her are the Instructors, cadet staff, flight Officers and NCOs. Each cadet Officer or NCO has specific areas of responsibility, but they all have the added responsibility of helping to maintain discipline and esprit-de-corps in our unit. This chapter covers the organization of the OH-022 Cadet Squadron.

#### **3-1 RANK AND POSITION**

Cadets are selected for and hold their positions and rank based on the instructors' evaluation of their leadership abilities, sense of responsibility, maturity, academic performance, and participation. Positions are rotated periodically to give cadets opportunities to learn and perform different jobs, and to permit other cadets to experience leadership roles. Cadets may nominate themselves or other cadets for positions within the flight or the wing staff by contacting their Flight Commander or the Instructors. Issues which cadets wish to have addressed or problems which may arise should first be brought to the Flight Commander. If necessary, they will carry the issue or problem to the Operations Officer and so on, until the issue is resolved or the instructors are asked to resolve it or take action on it. Of course, personal problems between cadets should be resolved between those cadets, if possible. Ideas or suggestions for the benefit of the cadet corps should be forwarded up the chain in the same manner—although any cadet may speak with the instructors at any time.

#### **3-2 OPERATIONS**

Special business affecting the entire corps of cadets will either be taken care of in periodic staff meetings or, if necessary, during special meetings called by the Instructors.

Routine squadron business is normally conducted during the periodic cadet staff meeting, which all cadet staff officers are required to attend. Flight Commanders are always invited and other cadets may attend with prior permission from the Squadron Commander or the Instructors.

Flight business such as passing on information from the staff meetings, etc., is normally conducted during the first few minutes of class on the day following the Squadron Staff Meeting. The Flight Commander may request additional time from the Instructors as he/she deems necessary, or may call a flight meeting with prior Instructor approval.

#### **3-3 ORGANIZATION**

Stebbins High School's JROTC, OH-022 unit was established September 1, 1967. The Unit Manning Document (UMD), on the following page, reflects how OH-022 Cadet Squadron is organized. By this organization, the functions of the unit are broken down into specialized tasks.

The responsibilities associated with these specialized tasks are also listed starting on page 12. Each cadet should study all the job descriptions as they relate to the organizational chart to gain a more complete understanding of how the various functions relate to the total function or mission of the group.

Information, guidance and decisions should flow down the chain of command in the form of orders, either oral or written, and information, advice and recommendations should flow up the chain of command. There should also be a lateral flow of information (in the classroom). Unless there is a flow of communication both up and down the chain of command, the organization will quickly become ineffective and cease as a military unit. **KEEP THIS IN MIND!!!**

The number of leadership positions authorized is also shown in the UMD. To progress up this chain of command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your abilities so you may move up the chain of command.

**OH-022 Air Force Junior JROTC Cadet Corps**

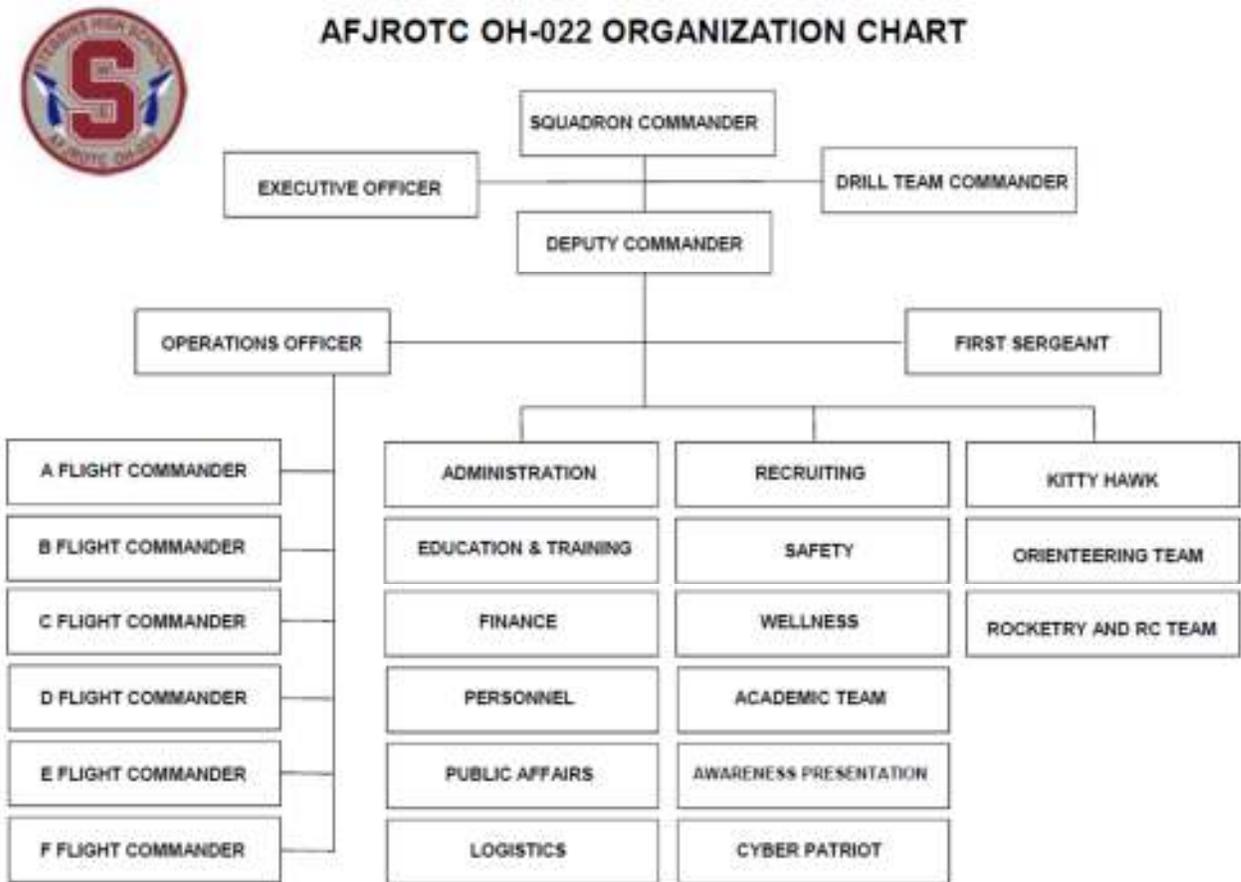
Pursuant to authority contained in JROTCI 36-2001, the following named cadets of this organization are hereby appointed to the indicated staff/command positions and will serve with the temporary grades as listed below:

<i>NAME</i>	<i>STAFF/COMMAND POSITION</i>	<i>MINIMUM RANK</i>	<i>MAXIMUM RANK</i>
TBD	Squadron Commander	C/Col	C/Col
TBD	Squadron Deputy Commander	C/Lt Col	C/Lt Col
TBD	Squadron Operations Officer	C/Maj	C/Lt Col
TBD	Squadron Executive Officer	C/2Lt	C/Lt Col
TBD	Drill Team Commander	C/Maj	C/Lt Col
TBD	Drill Team Deputy Commander	C/2Lt	C/Lt Col
TBD	First Sergeant	C/CMSgt	C/CMSgt
TBD	Squadron Operations Officer	C/Maj	C/Lt Col
TBD	A-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	A- Administration	C/Amn	C/Lt Col
TBD	A- Wellness	C/Amn	C/Lt Col
TBD	B-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	B- Administration	C/Amn	C/Lt Col
TBD	B- Wellness	C/Amn	C/Lt Col
TBD	C-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	C- Administration	C/Amn	C/Lt Col
TBD	C- Wellness	C/Amn	C/Lt Col
TBD	D-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col

TBD	D- Administration	C/Amn	C/Lt Col
TBD	D- Wellness	C/Amn	C/Lt Col
TBD	E-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	E- Administration	C/Amn	C/Lt Col
TBD	E- Wellness	C/Amn	C/Lt Col
TBD	F-Flight Commander	C/A1C	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	Element Leader	C/Amn	C/Lt Col
TBD	F- Administration	C/Amn	C/Lt Col
TBD	F- Wellness	C/Amn	C/Lt Col
TBD	Squadron Deputy Commander	C/Lt Col	C/Lt Col
TBD	Administration Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Education & Training Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Finance Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Personnel Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Public Affairs Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Logistics Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Recruiting Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Safety Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Wellness Officer/NCOIC	C/TSgt*	C/Lt Col
TBD	Academic Challenge Team/CC	C/TSgt*	C/Lt Col
TBD	Awareness Presentation Team/CC	C/TSgt*	C/Lt Col
TBD	Cyber Patriot Team Commander	C/TSgt*	C/Lt Col
TBD	Kitty Hawk Air Society Commander	C/TSgt*	C/Lt Col
TBD	Orienteering Team Commander	C/TSgt*	C/Lt Col
TBD	Rocketry and RC Team Commander	C/TSgt*	C/Lt Col

\* - Assistants will be appointed to the minimum rank of C/SSgt (unless already serving in this rank or higher)

## OH-022 Corps Organization



### 3-4 JOB DESCRIPTIONS

It is each cadet's responsibility to be familiar with those duties and to support the people in those positions in performing their duties. Cadet Officers and NCOs are given only the amount of authority necessary to perform their primary duties and to assist the instructors in maintaining discipline.

#### **SQUADRON COMMANDER IS RESPONSIBLE FOR:**

- Oversees all squadron activities
  - Appearance, discipline, efficiency, training and conduct of the squadron
- Conducts weekly/bi-weekly staff meetings to discuss:
  - Status of all flights
  - Co-curricular activities within the unit
- Establish and posting the overall goals for OH-022 squadron
  - Assigns a goal to each of his/her staff officers for tracking

- Provides monthly updates to SASI/ASI on status of goals
- Compile and maintain a continuity binder for the position
- Plans, schedules, and organizes commander's call
- Chair for promotion boards
- Quarterly awards review and recommendations at the end of each quarter
- Rumor control

**SQUADRON DEPUTY COMMANDER IS RESPONSIBLE FOR:**

- Command and control of squadron in absence of squadron commander
- Assist squadron commander with:
  - Monitoring annual goals and their duties
  - Maintaining continuity binder for the position
  - Planning commander's call
- Keeps squadron commander informed of all activities
- Supervises the squadron staff and team commanders/NCOICs
- Quarterly awards review and recommendations at the end of each quarter
- Rumor control

**SQUADRON OPERATIONS OFFICER IS RESPONSIBLE FOR:**

- Planning, organizing all mission support activities
- Supervises the flight commanders
- Plan & coordinate information management functions
- Ensure functions are accomplished
- Files all cadet paperwork for proper accountability
- All grades (especially for Kitty Hawk members)
- Train one person to perform duties if unavailable
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

**SQUADRON EXECUTIVE OFFICER IS RESPONSIBLE FOR:**

- Establishes committees for special projects to the extent of:
  - Assigning appropriate cadets
  - Establishing committee suspense's (timeline)
  - Monitors committee progress at regular intervals
- Appearance, discipline, efficiency, training and conduct of the squadron
- Keeps squadron commander informed of all activities
- Assists squadron commander as needed
- Other duties as assigned
- Rumor control
- Assisting SASI to secure awards from national organizations supporting JROTC award programs
- Plans, develops, and coordinates award nomination process with SASI
- Work with SASI to plan and execute annual awards ceremony

**SQUADRON FIRST SERGEANT IS RESPONSIBLE FOR:**

- The C/CMSGT is the highest ranking enlisted individual in the squadron and works directly for squadron commander
- Responsible for the morale of the entire unit
  - Recommending and planning functions on a regular basis to improve morale
- Appearance, discipline, efficiency, training & conduct of the Corps
- Tracks uniform wear and updates the uniform data folder spreadsheet
- Reviews the uniform data folder at the end of each grading quarter and advises the SASI of those who should be assigned detention
- Performs other duties as assigned
- Rumor Control

**SQUADRON ADMINISTRATION OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Recording, maintaining, and publishing minutes of weekly staff meetings
- Tracking squadron attendance by compiling data from the flight administration officers
- Enters all event attendance in WINGS
- Maintaining the unit Operating Instructions

**SQUADRON EDUCATION AND TRAINING OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Preparing weekly required knowledge material for all cadet to know
- Tracking the weekly required knowledge questions turned in by cadets

**SQUADRON FINANCE OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Prepares squadron's yearly budget and updates monthly
- Plan/coordinate all financial matters and fund-raisers
- Assists instructors & squadron commander with planning, organizing, controlling and coordinating
- Requests funds for all events and purchases of equipment/supplies
- Trains at least one sophomore and junior cadet
- Performs other duties as assigned

**SQUADRON PERSONNEL OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Making cadet assignments as directed by squadron commander
- Maintain cadet corps files
- Prepare/update cadet information in WINGS as appropriate
- Keep the organization chart current to include:
  - Posting changes in grade, rank, and other changes
- Train one junior to take on the position.
- Other duties as assigned

**SQUADRON PUBLIC AFFAIRS OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Training of at least once cadet in each flight of proper procedures.

- Upon approval from SASI, through the chain of command, ensuring appropriate publicity of Walter E. Stebbins High School AFJROTC is directed to each of the following important public segments:
- The local public (local news media-radio and TV)
- The school public
- The organization public (cadets)
- Maintain the unit scrap book, history and other records, reflecting upon traditions, accomplishments and activities of the squadron. The unit scrapbook should be updated at the end of each semester.
- Train at least one junior or sophomore in duties and responsibilities.
- Keep senior staff informed of all activities related to position prior to all staff meetings.
- Publish a monthly newsletter.
- Compiling and maintaining a continuity binder for this position.
- Other duties as assigned.

**SQUADRON LOGISTICS OFFICER/NCOIC IS RESPONSIBLE FOR:**

Assists ASI with:

- Receipt and issue
- Proper accounting for items in WINGS/Files
- Maintaining all uniform/equipment/supply items
- Proper storage of uniforms, supplies, & equipment
- Assist ASI with inventories
- Providing guidance to the cadet staff on proper supply discipline
- Train one junior to take the position
- Other duties assigned

**ASSISTANT LOGISTICS OFFICER/NCOIC AND LOGISTICS STAFF IS RESPONSIBLE FOR:**

- Keeping track of his or her assigned area of responsibility (example – male service coats)
- Performs a quarterly inventory of assigned items to ensure it matches what is indicated in WINGS
- Assists the logistics officer in other duties as assigned

**SQUADRON RECRUITING OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Preparing presentations for recruiting visits to middle school
- Other events that present an opportunity to recruit quality cadets
- Develops pamphlets, flyers, computer generated programs and ensures they stay current and relevant
- Provide recruiting information to the personnel officer for issuance of Recruiting Ribbon.

**SQUADRON SAFETY OFFICER/NCOIC IS RESPONSIBLE FOR:**

- Preparing and presenting a weekly safety briefing appropriate for cadets (example, safe driving in winter conditions, water safety, etc.)

- Maintaining a squadron safety board where safety education material is posted each week
- Informs cadet and instructor staff of potential safety hazards in the classroom or Student Activity Center

**SQUADRON WELLNESS OFFICER/NCOIC/NCOs ARE RESPONSIBLE FOR:**

- Tracks all cadet health and wellness permission forms
- Provides **“OPORD”** (Weekly) for squadron PT Sessions
- Posted on cadet bulletin board by **“Tuesday Morning”** each week
- Operating a voluntary cadet physical fitness program which includes:
  - Supervised stretching exercises prior to physical fitness
- Posts health awareness information on cadet bulletin board
- Organizes and coordinates athletic competitions other groups
- Compiles and maintains a continuity binder for position
- Performs other duties as assigned

**ACADEMIC CHALLENGE TEAM COMMANDER/NCOIC IS RESPONSIBLE FOR:**

- For coordinating practices/competition dates.
- For taking attendance during each practice and competition session and forwarding to the administration officer to enter the data into WINGS.
- For leading the practice sessions and determining which topics should be covered.

**AWARNES PRESENTATION TEAM (APT) COMMANDER/NCOIC IS RESPONSIBLEFOR:**

- Reports to SASI and squadron commander on all APT activities
- Recruits cadets to be members of Awareness Presentation Team
- Sets goals for presentations
  - Coordinates 5-10 minute speeches for elementary/middle schools
  - Designates 2-3 cadet teams to perform presentations
- Trains at least one sophomore &junior in position duties/responsibilities
- Other duties as assigned

**CYBER PATRIOT COMMANDER/NCOIC IS RESPONSIBLE FOR:**

- For coordinating practices/competition dates.
- For taking attendance during each practice and competition session and forwarding to the administration officer to enter the data into WINGS.
- For maintaining equipment, which includes setting up laptops for practices and competitions.

**DRILL TEAM COMMANDER/DEPUTY COMMANDER ARE RESPONSIBLE FOR:**

- Commands team in competitive drill meets
  - Trains team in drill maneuvers
  - Recruits team members
- Reports directly to squadron commander

- Issues and ensures return of all equipment from team members
- Leads team in ceremonial functions
- Ensures drill team members follow the squadron and team rules
- Good ambassadors of local high school in conduct and appearance  
During daily practices and drill meet competitions

**KITTY HAWK AIR SOCIETY (KHAS) COMMANDER/NCOIC IS RESPONSIBLE FOR:**

- Keeps SASI and squadron commander advised on all activities with KHAS
- Conducts quarterly search for qualified candidates
- Conducts KHAS testing and induction
- Ensures all team members remain academically eligible
- Other duties as assigned

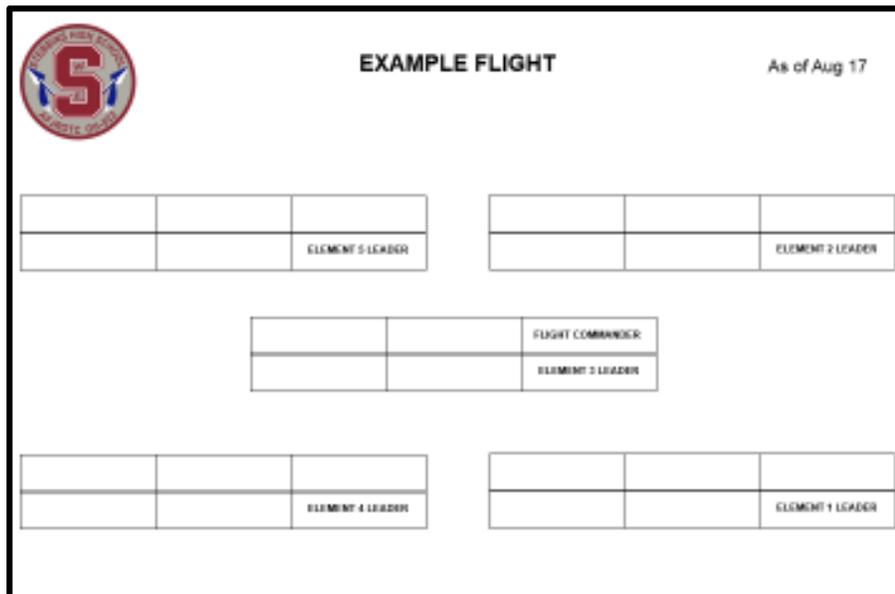
**ORIENTEERING COMMANDER/NCOIC IS RESPONSIBLE FOR:**

- Organizing and controlling the orienteering members
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

**ROCKETRY AND RC COMMANDER/NCOIC IS RESPONSIBLE FOR:**

- Organizing and controlling the model rocketry and RC team members
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

**OH-022 Flight Organization**



**FLIGHT COMMANDERS ARE RESPONSIBLE FOR:**

- Direct supervision of his or her flight
- Appearance, discipline, and military training of their flight
- The conduct of their flight and conduct of all flight members
  - During leadership training and in academic classroom
  - Ensures all assigned administrative suspense's for flight are met
  - Leads and directs cadet flight at all cadet formations
- Advises Instructors on matter pertaining to the flight
- Other duties as assigned
- Rumor Control

**ELEMENT LEADERS ARE RESPONSIBLE FOR:**

- Supervises the cadets in his or her element
- Ensuring cleanliness of desks and classroom prior to dismissal
- Fills in for flight commander during his/her absence

**FLIGHT ADMINISTRATION OFFICERS/NCOIC ARE RESPONSIBLE FOR:**

- Providing recommendations to the flight commander based on inputs from lower class cadets and acts as liaison between the flight and squadron
- Advising the flight commander on problems with the flight and suggesting possible solution
- Taking daily attendance and forwarding it to the squadron administration officer

**FLIGHT WELLNESS OFFICERS/NCOIC ARE RESPONSIBLE FOR:**

- Leading warm up and cool down stretches
- Leading exercise plan provided by cadet health and wellness officer

## CHAPTER 4

### ADMISSION, TRANSFER, AND DIS-ENROLLMENT OF STUDENTS

#### 4-1 Eligibility:

To be eligible for enrollment and continuance in JROTC, a student must be:

- Enrolled in and attending a regular course of instruction at Stebbins High School
- At least 14 years of age upon enrollment
- Of good moral character
- Physically fit to participate in JROTC training. Cadets are considered physically fit if they are qualified for the Stebbins High School physical education program.
- A male or female citizen of the United States. A citizen of a foreign country recognized by the United States may be admitted as a Special Student at discretion of the Principal at Stebbins High School, if the student presents a letter from an authorized representative of the student's government stating that the government concerned has no objection to the student's receiving JROTC instruction.

#### 4-2 Transfer Students:

Cadets transferring from another JROTC program may temporarily assume the permanent and temporary grades they had earned in their last unit. Upon review of their cadet records, the SASI/ASI will evaluate the cadet's record and permanently award on orders the appropriate grade and position. For cadets transferring from Stebbins High School, the SASI may generate certificates earned (Training or Completion as applicable) once all uniforms/equipment items have been returned.

#### 4-3 Dis-enrollment:

Normally, cadets will not be dis-enrolled from JROTC training without authorization from the SASI and/or Principal. A cadet may be dis-enrolled for any of the following reasons:

- Failure to maintain acceptable course standards, i.e., haircut, grooming, proper wear of the uniform, etc.
- Inaptitude, indifference to training, disciplinary reasons or reasons involving undesirable character traits
- Failure to remain enrolled in school
- Individual request for release at the end of a school year
- Non-volunteer for JROTC

#### 4-4 Cadet Obligation:

Each cadet will agree, as evidenced by his or her signature on the Enrollment Agreement, to abide by the rules and regulations of the Aerospace Science Department and will accept the responsibility for care and maintenance of uniforms, books and other issued equipment.

## CHAPTER 5

### CERTIFICATES OF TRAINING AND COMPLETION

There are two types of certificates that may be awarded to JROTC cadets: CERTIFICATE OF COMPLETION and the CERTIFICATE OF TRAINING. Information concerning each certificate is provided below to enable cadets who will qualify for minimum enrollment to assess the value of each certificate.

#### 5-1 Certificate Of Completion:

Presented to cadets of good standing who complete two to four years of the JROTC program. Cadets will also receive a Cadet Transcript (similar to a resume) that lists all of the achievements accomplished while part of the program.

- A. With the CERTIFICATE OF COMPLETION, the cadet may be excused from one year of the General Military Course (GMC) of the senior JROTC program. This privilege must be arranged with the Professor of Aerospace studies (PAS) at the time of enrollment. Cadets must have this certificate in their possession upon signing up for the Senior ROTC program.
- B. After graduation, if the cadet elects to enlist in the Armed Forces, the CERTIFICATE OF COMPLETION may provide for promotion to pay grade E-2 or E-3 when accepted by the service. This promotion at the time of enlistment provides for an immediate monetary benefit. It also places the cadet ahead of all other personnel enlisting at the time and, theoretically, makes the cadet eligible for promotion before other enlistees who enter at the same time.
- C. JROTC graduates without prior service who qualify according to AFR 33-3, are high school graduates, and who present an Official Air Force CERTIFICATE OF COMPLETION may enlist in the Regular Air Force or Air Force Reserve in the pay grade of E-3.
- D. JROTC graduates who are high school graduates and otherwise qualify may enlist in the Air National Guard. Those who present an Official CERTIFICATE OF COMPLETION may be enlisted in the pay grade of E-3: those who satisfactorily complete at least two years and provide written evidence of program participation from the service component or the school conducting the program may be enlisted in the pay grade of E-2.

#### 5-2 Certificate Of Training

Presented to cadets of good standing who complete one year of the JROTC program.

- A. (With the CERTIFICATE OF TRAINING, the cadet may be excused from one academic term (semester or quarter) of the General Military Course (GMC) of the

Senior JROTC program. This privilege, again, must be arranged with the Professor of Aerospace Studies (PAS) at the time of enrollment in a college or university.

- B. These certificates are not awarded automatically based solely on academic grades. Consideration is given to total performance and achievement as a member of the Corps. It is possible to complete the course for academic credit but not be considered to have met the total course requirements. Final determination for awarding the certificate is made by the Senior Aerospace Science Instructor.

## CHAPTER 6

### HOW TO SUCCEED IN JROTC

#### 6-1 Guide for Successful Completion of JROTC

- a. A minimum 70% academic average in JROTC class.
- b. Proper wear of the uniform
- c. Compliance with required appearance and grooming standards.
- d. Participation in corps activities.

#### 6-2 Cadet of the Quarter

JROTC recognizes cadets who exceed program expectations. Each quarter, JROTC will recognize the top JROTC 1, 2, 3, 4 Cadet (and ultimately the Top Overall Cadet) taking into consideration grades in all classes, leadership/participation in JROTC projects and community service events, uniform wear and physical fitness. Cadets with missed uniform days, no-shows (2 or more) for events/activities, detention/AIM/suspensions will be excluded from consideration.

**NOTE:** This award is earned based on the whole person concept, meaning cadets must consistently perform well in all areas to be recognized

#### 6-3 Flight of the Quarter

While individual performance is commendable, JROTC emphasizes the value of teamwork in accomplishing tasks and will recognize the top performing flight each quarter. The criteria to select to the winner includes number of community service hours (averaged among number of people within the flight), attendance, uniform wear, participation in fundraisers.

#### 6-4 Co-Curricular Activities Participation

The cadet corps offers a number of co-curricular activities, which, while not required, are an important part of the JROTC program. All cadets are encouraged to get involved, and participate in as many of these activities as possible. We understand your attendance is subject to other factors, such as, family, job, other school activities, etc, but hope you take advantage of what we have to offer. There is no after school activity that is mandatory, to include Drill Meets, but it is a proven fact that participation has a direct bearing on a cadet's appreciation of the JROTC program.

\*Cadets must be in good standing to participate in additional activities i.e. uniform wear, conduct and grades. The SASI/ASI reserves the right to limit participation.

Co-curricular/extra-curricular activities may include some or all of the following:

- A. Field trips and Orientation Flights: Field trips are considered an important part of the program and are the real "highlights" of the school year. First consideration for attendance

at flights and trips is given to cadets whose academic and leadership activities demonstrate good effort and attitude. The cadet uniform is worn on most flights and trips, and they generally occur during the school day.

- B. Community Service – The Cadet Corps is active in supporting a number of community groups in their charitable and community activities. Your participation is strictly voluntary; however, if you sign-up to attend a function, your participation will be expected.
- C. Parades – The wing participates in a number of local civic group and school sponsored parades.
- D. Fundraising – JROTC cadets participate in many fundraising activities in order to pay for the many activities and trips we take during the school year. Fundraising builds teamwork and supports the JROTC Corps.
- E. Commander’s Call – An opportunity for the squadron Commander and Staff to address all cadets on upcoming events, distribute awards etc.
- F. Lock In – Each year JROTC conducts an overnight lock-in at Stebbins High School Student Activity Center to allow corps members an opportunity to enhance team esprit-de-corps through interactive competitions and games.
- G. Military Ball – Annual prom-like event held at Wright-Patterson Air Force Base for JROTC, upwards of 500 students attend. A military ball court is selected among the corps members and recognized during the event.
- H. Cadet Leadership Course – Designed to provide an intense leadership experience with the purpose of developing and enhancing cadet’s leadership skills and abilities to enable them to effectively lead the corps as an upperclassman as well as prepare themselves for future leadership positions outside of school.
- I. Participation in co-curricular activities is both a responsibility of cadets and a privilege reserved just for cadets. The above list is not all-inclusive. We will participate in a wide variety of activities as opportunities arise and cadet interest and participation merits.

## CHAPTER 7

### CLASSROOM PROCEDURES AND CONDUCT

#### 7-1 **Conduct: JROTC Cadets are expected to display respect towards themselves and others**

- A. The practice of saying YES SIR and NO SIR or YES MA'AM and NO MA'AM to the ASI/SASI and to cadet officers that outrank you is observed in the cadet program. This is a long established courtesy and while you may find it difficult at first, it will soon become a habit of proper military courtesy.
- B. The Flight Commander is "in charge" anytime an instructor is not in the room. He/she is responsible for making sure all classroom rules are observed.
- C. **No food, flavored drinks or chewing gum** will be consumed in the classroom. Water may be consumed.
- D. No sleeping will be permitted in class. If necessary, quietly stand and move to the rear of the room. **Stand At Ease and do not talk.**
- E. CELL PHONES: Cell phone policy is in accordance with Stebbins district instructions. Cell phones must remain turned off and out of sight during the instructional day unless given specific instructions from the SASI/ASI.

Students who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from Stebbins front office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

- F. Start of Class: The Flight Commander will enter the classroom, place their books etc at their desk and immediately move to the front of the classroom, ready to begin class.

After the bell has rung or upon the instructor's guidance, while standing at the position of attention, the Flight Commander will position themselves at the front and center of the class and give the command, "**Flight attention. Cadet \_\_\_\_\_, front and center.**" Using facing movements, the cadet will quickly move to the front of the class and report in to the Flight Commander by saluting and saying, "**Sir/Ma'am, Cadet \_\_\_\_\_, reports as ordered.**"

The Flight Commander returns the salute of his or her classmate and then instructs the cadet to "**Please lead the flight in the Pledge of Allegiance.**" The cadet will then give the command "**Post**" allowing all cadets to perform a facing movement towards the flag. He or she will loudly begin the pledge with "I" and the remainder of the cadets will join in.

In uniform, cadets will turn and face the flag and recite the pledge while standing at attention. If not in uniform, cadets will turn, face the flag and place their right hand over their heart.

#### Pledge of Allegiance

At the beginning of each period, the opportunity will be provided for students and teachers to recite the Pledge of Allegiance to the flag. Although reciting the pledge is a way of expressing patriotism and support of those rights guaranteed by our democracy, individuals who have religious convictions or other objections to reciting the pledge may refrain from doing so (students are still required to stand quietly). JROTC Staff should be notified in advance. Otherwise, individuals are expected to stand and participate in the pledge.

- G. End of Class: The Flight Commander will clean their area, gather their personal belongs and move to the front of the class.

The Flight Commander will give the command *“Flight, prepare for dismissal.”* Cadets will then stand up and ensure their areas are free of trash and textbooks returned to the proper area. The Element Leader will visually inspect each desk in the element to ensure the area is clean. Upon completion, they will stand at parade rest, facing the Flight Commander. Once the Flight Commander notes all Element Leaders are ready to proceed, he/she will give the command *“Report.”* In numerical order, each Element Leader will salute the Flight Commander and report *“Sir/Ma’am, Element #\_\_\_ is ready for dismissal.”* The Flight Commander will then return the salute. Once all Element Leaders have given their report, the Flight Commander states *“Dismissed.”* The entire will flight will respond loudly with *“Ma’am yes ma’am or “Sir, yes sir.”*

- H. Cadets will not be dismissed until all cadets have come to the position of attention. Loading of book bags, putting on coats etc. will be done after until the flight is dismissed.
- I. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times will result in disciplinary action. Profanity, vulgar language or disruptive comments will not be tolerated.
- J. Cutting down or making fun of fellow cadets will not be tolerated. **Bullying/Hazing will not be tolerated.** Immediately report concerns about bullying to one of the school Principals. Concerns can all be brought to JROTC Staff.
- K. **Hazing** in any form or fashion will result in immediate disciplinary action, including removal from any position and temporary rank held. Hazing means any form of harassment by abusive or ridiculous treatment. Cadets will not be subjected to any form of abuse, verbal or physical, as a means of discipline. There will be no “putting cadets in a brace”, ordering cadets to do push-ups or other physical exercise, or any other activity which ridicules, belittles, or embarrasses or demeans a cadet. Higher-

ranking cadets will only exercise their authority in matters directly related to corps activities—in most cases, only when actively participating in a corps activity. However, this does not prevent cadets of all ranks from respectfully and courteously “reminding” other cadets of their responsibilities as representatives of the corps, or from attempting to stop other cadets from activity that is disrespectful to the uniform or gives an unfavorable impression of the corps. Such action, however, must be done in a **tactful manner** and should not be done in a way to embarrass or humiliate the offender.

- L. No walking around during class unless given permission by the Instructor. Sharpen pencils before class and hold trash until after class. Do not get up from your desk without requesting permission from the instructor at the front of the class!
- M. No sitting or writing on or in any way defacing or damaging desks, walls, or other classroom contents. This will not be tolerated! If this does occur, you will be charged for the damage. Keep the classroom clean. Pick up all litter and trash around you area before departing the room.
- N. Use of classroom technology (i.e., computers) is for school work only. Cadets are not authorized to play games, check e-mail, or use social media, etc., on the classroom computers. The instructor laptop is not to be used by students. The Cyber Patriot laptops are to only be used for Cyber Patriot activities. Refer to the OH-022 policy letter on classroom technology.

## CHAPTER 8

### UNIFORM & PERSONAL GROOMING

#### 8-1 RULES FOR WEAR

- A. In accordance with Air Force regulations, cadets must wear their uniforms a minimum of one day each week, unless otherwise announced. **Tuesday** is the uniform day for Stebbins JROTC. Maximum inspection grade possible is 100%. *Changes to the uniform wear day may occur with prior notice.*
- B. If a uniform day is missed due to an excused absence or another acceptable reason, cadets may “make-up” the missed day by wearing the uniform the next day they attend school. It is the cadet’s responsibility to contact an instructor to get credit for a uniform make-up day; otherwise a **ZERO** grade will be given for that week.
- C. Cadets will plan ahead for wearing the uniform. If it needs dry cleaning, it should be cleaned immediately so that it will be available for wear on the following uniform day. *“My uniform is in the cleaners” is not a valid excuse.*
- D. Cadets are always expected to wear their uniform on uniform days. Cadet **Drill Team and/or Color Guard** members may be excused from wearing their uniform the week of a drill and/or color guard competition. **Cadets, who are performing community service or other related JROTC duties**, may be excused from wearing their uniform during the week of the activity.
- E. PUBLIC DISPLAY OF AFFECTION (PDA): Any public display of affection, such as hand holding, embracing, or walking arm-in-arm, is inappropriate and prohibited for cadets in uniform. When not in uniform, cadets should use good judgment to ensure they do not bring discredit to themselves, or the unit. PDA discredits JROTC, since indiscriminate displays of affection shows lack of maturity, discipline, and restraint in public. It also detracts from the professional image of JROTC and their unit. It can also be harmful to the good order, discipline, and morale of the Cadet Corps.
- F. On uniform day, cadets are required to wear the uniform ALL DAY—from arrival at school until the end of the school day. Prior permission from an instructor must be obtained for exceptions. This does NOT release cadets from the need to change for gym class, etc. Also, cadets are expected to protect the uniform by changing out of it or wearing protective clothing during shop, chemistry or other classes if activities in that class may cause soiling or damage to the uniform.
- G. IN UNIFORM means the complete uniform. When the dress blue coat (blouse) is worn, it must be buttoned up at all times. Ties or tie tabs **MUST** be worn at all times with the long sleeve shirt or dress blue coat, but may be removed when the short sleeve shirt/blouse is worn without the coat. Hats are required when walking to and from your car or bus and any time you are outside while on campus. The back parking lot

and drive between the main building and the SAC is designated a “no-cover” area. When wearing the jacket, it must be zipped up at least half way at all times.

- H. Cadets **WILL NOT** engage in any disrespectful activity while in the uniform or which might give an observer an unfavorable impression of the cadet corps, Stebbins High School or the United States Air Force. Cadets will keep in mind at all times that while wearing the uniform, they are representatives of all three organizations. This includes using the uniform as a Halloween costume or other “dress up activities.”
- I. Cadets **WILL NOT** wear the uniform if they are assigned Alternative Intervention Monitoring (AIM). Cadets may make-up the missed day(s) by wearing the uniform the next day they **ARE NOT** in AIM.
- J. Cadets will earn 10 bonus points for wearing the uniform on any non-uniform day. The cadet is responsible for contacting the ASI to claim the bonus points.

## 8-2 GENERAL RULES

- A. During the year, the coat, jacket, hat, necktie, trousers, slacks and skirt will be dry cleaned only. **They cannot be washed!** Never use an iron on the material of the uniform directly. Home dry cleaning products do not work and must NOT be used on these uniform items. Cadets will be charged for the replacement of damaged uniform items due to improper cleaning.
- B. Clothing items that become worn or unserviceable should be turned in to the ASI as soon as possible. If the unserviceable condition is due to fair wear and tear or normal use, the items will be replaced at no cost to the cadet. Items of clothing that do not fit should be exchanged or altered as soon as possible.
- C. Alterations: Other than replacing a button, return your uniform item to JROTC Staff for repair or sewing on patches. Uniform alterations are done at no cost to the student, please DO NOT attempt to sew or repair the uniform yourself.
- D. Uniform Exchanges: No exchanges will be given for items not commercially dry cleaned. When uniform items no longer fit, have them dry cleaned and returned to instructor for exchange with cleaning tags attached.
- E. Civilian garments are never worn with the uniform during inclement weather for personal safety and to protect the uniform from damage. During cold weather, cadets may wear appropriate coats to and from school, but must put his or her coat in their locker once arriving to school.
- F. The service coat may be removed in the classroom to avoid binding and wrinkling. It will never be unbuttoned while outside the classroom. When the service coat is removed in the classroom, it will be carefully draped over the side or back of the chair.

The service coat will be put on and buttoned before leaving the classroom. The service coat is not required to visit the restroom during class.

- G. Replace missing buttons promptly. They may be obtained in the supply room from the ASI. Buttons and insignia are made of oxidized silver and are not to be polished.
- H. Wristwatches, identification bracelets and rings may be worn but they must be conservative in nature. A total of three rings may be worn. Only one bracelet may be worn. It must be no wider than one inch, not detract from the military image and not be a safety hazard. Earrings will not be worn by a male cadet while in class or uniform. Female cadets may wear small stud type earrings. Necklaces, pendants, car rings and other conspicuous adornments are prohibited.
- I. For females, the nametag is always worn over the right breast, parallel and centered on the top seam of the simulated pocket. Directly above the pocket and centered for males.
- J. Wear only the shoes that were issued to you with the uniform. Shoes will be highly polished at all times. Blacken the sides of the heels and soles as well.
- K. Hands should be kept out of pockets.
- L. Trim loose strings and frayed seams on the uniform.
- M. Cadets will not participate in any political, racial or social demonstration while in uniform.
- N. Hitchhiking, performing hard labor or engaging in sporting activities while in uniform is prohibited.
- O. No smoking or use of tobacco products on or off school grounds or at JROTC functions on or off campus, or while wearing the JROTC uniform or JROTC T-shirt.
- P. Except for the shoes, socks, t-shirts, and personal ribbons and badges, all uniform items must be turned in or accounted for at the end of the school year (this includes rank insignia). Lost uniform items must be paid for promptly. All items must be dry cleaned and specific instructions will be provided for students who graduate or dis-enroll from JROTC.

### **8-3 Uniform requirements for MALE CADETS:**

- A. **Male** cadets will be clean-shaven unless under a doctor's care, validated in writing. Hair must be off the collar and off the ears. At no time will a cadet have a design in his hair or dyed hair of unnatural color. Moustaches are permitted but must not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn from the corner of the mouth. Sideburns must not extend below the lower

opening of the ear. A male cadet is not to wear any type of jewelry on his face or ears while in uniform.

- B. The flight cap is worn with the front crease toward the center of the forehead, tilted slightly to the right, two fingers width above the right ear and one finger width above the eyebrow. Always wear the flight cap outdoors but never indoors. Hats will be neat, clean and wrinkle free. When not being worn, the flight cap should be put in a clean location of your book bag/locker or tucked under your belt on your left waist.
- C. The socks must be solid black. Ankle socks are not permitted!
- D. The short sleeve shirt can be worn with or without a necktie. The shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. No item will be worn in the shirt pockets.
- E. The rear pockets will be buttoned at all times and articles carried in the pocket will not be visible.
- F. Your “gig” line is the line formed by the shirt buttons, the belt buckle and the fly of your trousers. These should always be in line—check it frequently during the day.
- G. Male cadets will wear a white clean V-neck T-shirt under the short sleeve shirt when wearing an open collar. Crew neck T-shirts may be worn when wearing a tie. Male T-shirts will be plain **white** with no writing or pictures visible through the light blue shirt.
- H. The preceding rules apply to on and off campus activities. REMEMBER, people may see you as an Air Force member, so don’t do anything to embarrass the Air Force, your fellow cadet, instructors or the cadet corps.

#### **8-4 Uniform Requirements for FEMALE CADETS:**

- A. **Female** cadets with hair that extends below the collar must keep their hair pinned up anytime they wear the uniform. The hair should not be too full or high on the head where it interferes with wearing the flight cap. If pins, combs, barrettes or other items are worn, they should match the hair color, be plain and modest. At no time will a cadet have a design in her hair or dyed hair of unnatural color.
- B. The female flight cap will be worn outdoors but not indoors. The flight cap is worn with the front crease toward the center of the forehead. The cap insignia is aligned approximately above the left eye.
- C. Pant legs will not be altered except for length.
- D. Skirt length will be one inch above or one inch below the kneecap. Skirts will hang freely and will not be tight.

E. Low quarter shoes will be issued with the uniform and are recommended for wear during drill periods. Black pumps may be purchased by female cadets as an optional item for wear with the uniform. Military shoes will be highly polished at all times.

**8-5 Transfer to Class-Member Status from Corps Member Status for Non-Wear of the Uniform:**

- A. Any corps member cadet who fails to wear the Air Force uniform on three or more uniform days in a quarter will be removed from corps member status, and transferred to class-member status. While on class member status, the student may not participate in any AFJROTC extra-curricular activities unless approved by the SASI or ASI as appropriate. Cadets will receive a zero grade for the uniform inspection if the uniform isn't worn. Cadets will be demoted to his or her permanent grade while in class-member status and will not regain his or her previous, temporary, rank until 14 days after being returned to corps member status.
- B. A cadet will receive a warning letter from the ASI when they have reached his or her second no-uniform day and another letter on the third date of not wearing the uniform informing the student that he or she has been returned to class member status.
- C. To return to corps member status, the student must wear the AFJROTC uniform on three consecutive uniform days. If the student misses one more uniform day after being returned to corps member status, he or she will be returned to class member status until such time they have worn the uniform for three consecutive uniform days.

**THE UNITED STATES AIR FORCE UNIFORM IS THE SYMBOL OF A PROUD AND HONORABLE SERVICE. WEAR IT WITH THE PRIDE AND CARE IT DESERVES!**

## CHAPTER 9

### CURRICULUM GRADING AND DISCIPLINE GRADES

#### 9-1 JROTC GRADES

Your course grade in JROTC is determined on several factors. First, you must understand that the program consists of a “split” curriculum. That is you are actually taking two different, though closely related, courses at the same time.

Forty percent of your grade will come from the Aerospace Sciences (AS) part of the curriculum, taught two days each week by the SASI. Within AS, your grade will be based on your work in the classroom, written and performance tests and quizzes, etc. just as with most other courses.

Forty percent of your course grade will come from the Leadership Education (LE) portion of the course—taught two days each week by the ASI. Within this forty percent, you will be graded on four areas. These areas are: 1) Academics (tests) 2) Customs and Courtesies 3) Wear of the Uniform (required weekly)

Twenty percent of your course grade will come from participation in the weekly fitness/wellness program.

- A. **Academics** – are those classroom activities associated with most courses tests, quizzes, workbook exercises, handouts, class/homework, etc.
- B. **Customs and Courtesies** – This refers to how well you observe and adhere to the military customs and courtesies taught in the course. Generally, this area will be rated when you are involved in drill or other activities outside the normal classroom setting.
- C. **Wear of the Uniform** – means all activities associated with wearing the JROTC uniform properly and proudly. This includes wearing the uniform on designated uniform days and to designated JROTC activities. It also includes paying attention to detail to insure your uniform presents the image required, keeping it clean, etc. And it includes your compliance with the personal grooming standards required of cadets. Weekly inspections will be conducted for these requirements. Each weekly wear of the uniform has a maximum value of 100-points and will be counted as a Uniform Inspection grade under the Leadership Education category in the Progress Book.
- D. **NOTE:** Refusal to wear the uniform properly, after correction by the instructor will result in a conference with the parents/guardians. If not corrected, after conference, the cadet will receive an “F” grade for the quarter regardless of their academic average. The cadet will also turn in their uniform and dis-enrolled from the program.

## CHAPTER 10

### COMMUNITY SERVICE

#### 10-1 REQUIRED HOURS

- A. Cadets are required to perform community service each quarter as part of his or her AFJROTC grade. A cadet will earn 50 points for every hour he or she performs as community service. A total of five hours (250 points) is required for full credit each quarter. A cadet will earn 10 extra credit community service points for every hour over five hours in a quarter with a maximum of 300 points allowed (10 hours = 300 points).
- B. Cadets who reach 15 hours at any time during the school year (it does not have to be in a quarter) will be awarded the Service Ribbon.
- C. Community service is also a requirement for promotion (see chapter 13).

#### 10-2 COMMUNITY SERVICE CREDIT AND REPORTING

- A. Community service can be performed with AFJROTC sponsored activities, or on the cadet's own time (i.e., church, Scouting, food pantries, etc.). Check with an instructor to verify if the service performed constitutes community service.
- B. For an activity to earn credit as community service, it must benefit the community in some way. Mowing your neighbor's grass, or washing your parents car, are examples of what are not considered community service.
- C. Cadets must claim community service by either completing the on-line form on the AFJROTC web page, or by completing the Community Service Claim form available in the classroom.

#### 10-3 PROJECT OFFICERS

- A. Every AFJROTC sponsored community service project will have an AFJROTC 3 or 4 cadet assigned as the project officer. The project officer will be responsible for the planning and supervision of the activity. Large events may have more than one cadet assigned as a project officer.
- B. Before the activity, the project officer will complete the Project Officer Activity Report.
- C. After the activity is completed, the project officer will complete the Project Officer After-Action Report.

## CHAPTER 11

### CLOTHING AND EQUIPMENT

Protecting government property is everybody's responsibility. All of your uniforms (with the exception of the shoes and socks) and equipment items are loaned to you by the United States Air Force. These items remain the property of the Air Force. These items remain the property of the school and the Clayton County Board of Education as well. Each item of uniform and equipment must be accounted for at all times.

At the time you are issued your uniform and items of equipment, you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniforms, equipment and textbooks. Each item then becomes your personal responsibility and if you lose it, willfully or negligently destroy it, you or your parents will be required to pay for it. The cost of replacement will be the cost that is in effect when account is scheduled to be cleared.

One complete uniform with all accessories and insignia will be issued to each cadet as a minimum. It is most important that each cadet understand that all items of uniforms, textbooks and equipment (with the exception of shoes and socks) must be returned or paid for at the end of the school year. Grades and/or diplomas will not be released to a student until all JROTC equipment, books, and uniforms have been turned-in or paid for. In addition, certain more drastic legal measures are available to recover government property.

To preclude unnecessary expense to the cadet, and delay of grades and diplomas, and to provide for efficient turn-in, the following suggestions are offered:

- Do not leave uniform items in unlocked lockers or unattended in other places at school.
- Do not lend uniform items to other cadets or students.
- Do not permit another person to turn in uniform items, equipment or textbooks.
- Do not lend insignia or similar items to your boy/girlfriend.
- Do not carry the flight cap with your books. If not being worn, tuck in under your belt on your left side with the insignias down and facing out.
- Do not place your uniform in someone else's locker.
- Do place your name tag on each item (especially the flight cap) in an inconspicuous place with indelible ink or suitable clothing tape.
- Do be alert for uniform items left or misplaced by another cadet. Turn in such items to your JROTC Instructors.

To request a replacement uniform item (uniform, ribbon, etc.), the cadet will fill out the Uniform/Accessory Requisition Form and place it in the logistics officer's mailbox.

## **CHAPTER 12**

### **SALUTING GUIDANCE**

The salute, in its various forms, is a courteous exchange of greetings and is considered the normal military greeting throughout the world. In many countries, as in our own, it is a symbol of respect. Military personnel consider the salute as a courteous and respectful greeting between members, and it is one of the oldest traditions binding military professionals together.

You will be taught the proper manner of saluting and the rules which govern the salute throughout the military services. There are special rules at Stebbins High School governing the salute and saluting areas with which you must become thoroughly familiar.

#### **12-1 SALUTING BASED ON RANK**

Cadets in uniform will salute cadet officers of higher rank, officers of the United States armed forces, the SASI (Senior Aerospace Science Instructor) and for training purposes or when reporting to the ASI. The junior ranking person salutes first and holds the salute until the senior person returns it.

#### **12-2 SALUTING THE FLAG**

Cadets in uniform will stand at attention and salute when outdoors during the raising and lowering of the U.S. flag on a stationary flag staff. If music is played during the raising or lowering of the flag, but you are not in position to see the flag, face the direction from which the music is coming, stand at attention and salute. During flag detail, all cadets participating will salute while the flag is raised or lowered whether in uniform or not.

When attending an outdoors sporting event or similar function, cadets in uniform will stand at attention, face the flag, and salute during the presentation of the Colors and/or playing of the Nation Anthem.

Hand salutes are NOT rendered indoors except when reporting to a senior officer. The exception to this is that saluting indoors is permissible for training purposes.

Cadet officers and NCOs will correct saluting violations in a helpful manner on the spot. Most such violations will not be intentional, and cadets will not be unnecessarily embarrassed or publicly humiliated, but should be privately and tactfully reminded of their responsibilities as cadets and school leaders.

Cases of disrespect, insolence (rudeness), insubordination or refusal to comply with corrective instructions will be reported to the SASI or ASI immediately.

A salute is never given or returned while running. The cadet will come to quick time (to a walk) and render the salute when approximately three paces from the officer.

Saluting while passing between classes is not required. During JROTC class or activities such as details, parades, community involvement, etc., saluting is required. If **IN DOUBT, SALUTE**—check with your instructors after the fact if you have a question.

## CHAPTER 13

### PROMOTION OF CADETS

#### 13-1 RANK

Promotion within JROTC provides a constant challenge and motivation to cadets. Advancing to a higher rank reflects visible evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

This is only a guide and does not address all situations. The SASI will evaluate and approve unique situations on their own merit. The Instructors will also consider a cadet's tenure in the JROTC program, as newer upperclassman cadets may deserve special consideration. The positions, the number of positions, and the grades authorized for the Stebbins High School JROTC Corps are covered in the Chapter 3, "Unit Organization and Operations." *The Instructor Staff has the final recommendation on a cadet's promotion.*

There are two kinds of rank a cadet may hold:

- A. **PERMANENT RANK:** This rank is commensurate with the number of years of successful JROTC completion that is awarded at the end of each semester. Retention of the permanent rank is contingent upon satisfactory performance and behavior. The permanent rank for initial enrollment is cadet airman basic. The remaining years are as follows:

**First Year:** Cadet Airman

**Second Year:** Cadet Airman First Class

**Third Year:** Cadet Senior Airman

**Fourth Year:** Cadet Staff Sergeant

- B. **TEMPORARY RANK:** Cadets will be awarded, on cadet orders, a temporary rank based on their performance and their cadet job responsibilities. Being a good citizen both in and out of the corps is expected for promotion especially as a cadet assumes senior rank. Officer ranks are hard to earn and reflect performance, JROTC experience, outstanding citizenship, and the confidence the cadet can assume positions of increased responsibility.

- C. The normal succession in which eligible cadets are promoted is as follows:

(1) AS-1 - Cadet Airman Basic - Cadet Technical Sergeant

(2) AS-2 - Cadet Master Sergeant - Cadet Chief Master Sergeant

(3) AS-3 - Cadet Second Lieutenant - Cadet Captain\*

(4) AS-4 - Cadet Major - Cadet Lieutenant Colonel

(5) For promotion to the rank of Cadet 2Lt and above, the cadet must have completed a Cadet Leadership Course (or equivalent) and obtained or exceeded appropriate academic, leadership, and physical fitness standards

for promotion as determined by their class level (i.e. Senior, Junior, Sophomore, or Freshman).

- \* An AS-300 cadet who is a senior may have the maximum allowable rank waived at the discretion of the SASI.

D. Merit Promotion: Out-of-cycle promotions may be given by the instructors based on exceptionally consistent performance or for superior performance in a single event. An example of this is the outstanding cadet award given during our awards ceremony. The overall outstanding cadet from each level (JROTC 1, 2, 3 & 4) will be awarded the next highest rank in addition to the award (unless already at the maximum rank allowed for his or her grade-level).

E. Cadet Leadership Course graduation: Cadets who graduate from an approved Cadet Leadership Course will receive a promotion, unless the cadet is already at the maximum allowable rank for his or her AFJROTC class (see below).

**Timing:** There are four promotion cycles per school year, one after each academic quarter. Results from 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters will be released on/about the second uniform wear of the next quarter. Fourth quarter results will be released on the first uniform day of the next Academic year. The maximum allowable ranks for AFJROTC levels are:

AFJROTC 1 – C/TSgt  
AFJROTC 2 – C/CMSgt  
AFJROTC 3 – C/Capt\*  
AFJROTC 4 – C/Lt Col (squadron commander is authorized C/Col)

\* Seniors who are enrolled as an AFJROTC 3 can have the maximum allowable rank waived at the discretion of the SASI.

**Criteria:** Cadets are promoted based on his or her level in AFJROTC. The requirements for quarterly promotion are as follows:

- A. AFJROTC 1:
  - 1. 70% AFJROTC grade
  - 2. 70% on promotion test
  - 3. Minimum of one hour of community service
  
- B. AFJROTC 2:
  - 1. 75% AFJROTC grade
  - 2. 75% on promotion test
  - 3. Minimum of two hours of community service

- C. AFJROTC 3:
  - 1. 80% AFJROTC grade
  - 2. 80% on promotion test
  - 3. Minimum of three hours of community service
  
- D. AFJROTC 4:
  - 1. 85% AFJROTC grade
  - 2. 85% on promotion test
  - 3. Minimum of three hours of community service

**Promotion to Cadet Chief Master Sergeant and above:**

The instructors believe the top senior enlisted rank and officer ranks are special, and earned after distinguished, sustained academic excellence, leadership of JROTC activities and compliance with JROTC/SHS standards of conduct. To earn the cadet ranks of C/CMSgt and above, cadets must exceed the promotion criteria listed above.

To be promoted to a cadet officer, one of the following criteria must be met:

- A. Graduation from an approved AFJROTC (or similar) Cadet Leadership Course. Sports camps do not qualify for leadership credit. The following programs meet the requirements:
  - 1. Civil Air Patrol Encampment\*
  - 2. Boy Scout/Girl Scout summer camp\*
  - 3. American Legion Boys or Girls State\*
  - 4. Other leadership programs as approved by the SASI\*
  
- B. In rare cases, and with strong justification, cadets who are unable to attend a leadership course may complete alternate assignments to receive credit in lieu of attending a leadership course (see attachment 2).\*
  
- C. At the discretion of the SASI, the Cadet Leadership Course requirement can be waived on a case by case basis (no camps offered, medical disqualifications from attending a camp, or other circumstances).

\* Cadet does not receive the Cadet Leadership Course Ribbon or promotion.

**13-2 STAFF POSITIONS**

The instructors will select cadet staff members to fill each of the position necessary to efficiently manage the corps. Staff members will be held to the highest of standards – failure to set the proper image and example or meet obligations may result in loss of position and officer rank as determined by the SASI.

Generally, cadets will be assigned their position at the beginning of the semester and hold this position throughout the semester. At the beginning of the next semester, positions may rotate to other deserving cadets.

- A. The SASI and ASI, along with graduating cadets, will select the Cadet Squadron Commander and Drill Team Commander.
- B. The Cadet Squadron Commander will recommend to the SASI/ASI nominees for all other cadet leadership positions from Deputy Commander through First Sergeant.
- C. Whenever possible, all cadet officer positions will be filled by AS-3 and AS-4 cadets. Top NCO positions, whenever possible, will be filled by AS-2 and AS-3 cadets. Exceptions may be made at the discretion of the SASI.
- D. Cadets will be appointed to the rank indicated on pages 10-11 for the position he or she is appointed to (unless the cadet is already at the maximum allowable rank for his or her AFJROTC class).

### **13-3 DEMOTION**

Any cadet who incurs a serious infraction of high school or JROTC rules or failure to meet standards may be demoted based on review by the SASI/ASI. The period of demotion and the new rank assigned will be based on the infraction and will be determined by the SASI/ASI.

Cadets may be relieved of duty in a particular position at any time by the instructors, and any senior ranking cadet may recommend removal to the instructors. Again, the SASI is the final authority. Reasons for removal are the same as for demotion, but may also be voluntary on the part of a cadet who simply asks to be relieved for personal reasons.

Reasons for demotion may range from failing grades (failing JROTC will result in a demotion to permanent rank for one quarter), repeated disciplinary problems or failure to uphold the standards of the corps. Any cadet failing any of their classes or receives AIM or OSS will be prohibited on any Curriculum in Action trips. This includes community service, drill meets, or any other events planned for the school year for Stebbins High School JROTC. Also, any cadets on the command and support staff placed on probation shall be demoted to their permanent rank for the duration of their probation. Cadets can be recommended for demotion by cadet officers or NCOs or may be demoted on the spot by the instructors. Recommendations for demotion will be reviewed by a Personnel Evaluation Board and the SASI is the final authority.

School disciplinary actions will result in demotions as follows:

- A. Four or more administrative detentions in a quarter – demoted one rank for 30 days
- B. Assignment to AIM – demoted one rank for 30 days

C. Out of school suspensions:

- 1) One to two days – demoted to permanent rank for 30 days
- 2) Three to five days – demoted to permanent rank for 60 days
- 3) More than five days – demoted to permanent rank for 90 days
- 4) 10 days – demoted to permanent rank and will not have rank restored. Cadet must re-earn rank

If the demoted cadet does not receive any further disciplinary actions at the end of the demotion period, he or she will have his or her rank restored. If a cadet receives another disciplinary action during the demotion period, the 30/60/90 day starts over from the date of the new disciplinary action.

# AIR FORCE JROTC RANKS

Cadet Ranks	Abbreviation	Air Force Pay-Grade Equivalent	Rank
C/Airman	C/Amn	E-2	
C/Airman 1st Class	C/A1C	E-3	
C/Senior Airman	C/SRA	E-4	
C/Staff Sergeant	C/SSgt	E-5	
C/Technical Sergeant	C/TSgt	E-6	
C/Master Sergeant	C/MSgt	E-7	
C/Senior Master Sergeant	C/SMSgt	E-8	
C/Chief Master Sergeant	C/CMSgt	E-9	

Cadet Ranks	Abbreviation	Air Force Pay-Grade Equivalent	Rank
C/Second Lieutenant	C/2LT	O-1	
C/First Lieutenant	C/1LT	O-2	
C/Captain	C/Capt	O-3	
C/Major	C/Maj	O-4	
C/Lieutenant Colonel	C/Lt Col	O-5	
C/Colonel	C/Col	O-6	

## CHAPTER 14

### CO-CURRICULAR CLUB ACTIVITIES

Co-curricular activities add interest, prestige, and educational opportunity to the Air Force Junior JROTC curriculum. Every cadet is encouraged to participate in at least one of these activities. Since the number and variety of these activities are all related to the mission of our organization, extra credit will be added to either your Aerospace Science or Leadership grade average for participating in these activities.

The following activities are presently offered at Stebbins High School. Practices are held after school and/or when called by the SASI/ASI.

- A. Color Guard: Represent Stebbins High School by presenting the National, State, and Air Force flags at every numerous events, such as basketball and football games and parades. After receiving training in basic skills, all cadets have the opportunity to volunteer to perform Color Guard duties. Performing a minimum of three color guards designates a cadet as a member of the Color Guard Team (even if not on drill team).
- B. The JROTC Drill Team: This competitive team polishes the basic drill and ceremony skills learned in Leadership Laboratory. Competitions are held against other Ohio JROTC and other services drill teams. Drill Team Members have a chance to earn a varsity letter for participation.
- C. Kitty Hawk Air Society (KHAS) – The objectives of KHAS shall be to promote higher academic standards, to be of service to the school and community, promote self-confidence and initiative, develop leadership abilities, and to encourage academic excellence in high school.
  - a. A cadet must be offered an invitation to join the KHAS. To participate, a cadet must meet the following requirements:
    - i. Be a JROTC 2, 3, or 4 Cadet
    - ii. Grade of "A" in JROTC
    - iii. Possess an overall 3.0 GPA for the quarter
    - iv. Completed a minimum of five community service hours
    - v. Be recommended and receive the signature of three current members
- D. Academic Challenge Team – Competes on-line against other teams from around the country. The test is comprised of SAT, ACT, and ASVAB-like questions. Teams that advance to the finals receive an all-expense paid trip to Washington D.C. to compete in the championship.
- E. Awareness Presentation Team (APT) – An academic endeavor designed to provide positive role models for elementary and middle school students. The APT covers topics such as peer pressure, conflict resolution, sexual issues, violence, and alcohol

awareness. Team members can qualify to wear the APT Badge on their JROTC uniform.

- F. Cyber Patriot – A cyber defense competition created to inspire high school students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation’s future. A cyber defense competition created to inspire high school students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation’s future.
- G. Orienteering – The team receives training in land navigation utilizing topographic maps and compass and competes in Miami Valley area meets.
- H. Rocketry and RC Team – The model rocketry and RC program provides an opportunity for cadets to learn the basic principles of aerospace rocketry and aviation. During the program, the cadets get the opportunity to design and build and launch model rockets and perform designated staff positions. Successful completions of program requirements make cadets eligible for the model rocket badge. The cadets will also learn to fly the RC drone through simulation programs and hands-on.

Each of the prior activities will be headed by a cadet charged with the responsibility of managing and reporting of the activities of the unit. This control will be in accordance with the governing document or regulation.

It will not be sufficient for a cadet to join one of these activities and then not participate. You may join more than one team; in fact, you are encouraged to join and participate in as many activities as your schedule will; permit. The Drill Team and the Academic Team all fall under the “no-pass, no-play” provisions of the Mad River Local Schools District.

## **CHAPTER 15**

### **AWARDS AND DECORATIONS**

A number of distinctive and coveted awards are authorized for wear by JROTC cadets based upon demonstrated performance of academic and leadership excellence or valor in a number of areas. There are two categories of awards with accompanying medals, ribbons and certificates. These categories are:

Some JROTC ribbons are presented during the school year. Ribbons are yours to keep. Protect them from getting dirty by placing them in a plastic baggy when not pinned on your uniform. Lost or dirty ribbons will cost you money to replace. On uniform days, try not to wear your book bag over your left shoulder. This tends to pull your ribbons off or damage the ribbon holder. Wear them with pride and always know why each was awarded.

Awards authorized by HQ JROTC/JR are presented to cadets by the SASI/ASI.

It is the cadet's responsibility to update their ribbons periodically. The procedure is as follows:

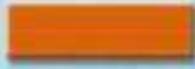
- Ensure you meet the requirements for the ribbon
- Show proof that you meet the requirements to the ASI
- Once ribbon is given, take care of the ribbon and wear appropriately
- Initial ribbons are free; replacement costs are the student's responsibility.

#### **15-1 WEARING OF YOUR AWARDS**

Medals and ribbons may be worn at the same time, for parades, Commander's Call and other special events designated by the SASI/ASI. See Attachment 1, Uniform Guidance for details.



# AIR FORCE JUNIOR ROTC



1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



3. Cadet Humanitarian Award



4. Silver Star Community Service with Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



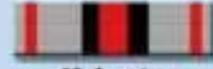
7. Daedalian Award



8. American Legion Scholastic Award



9. American Legion General Military Excellence Award



10. American Veterans Award



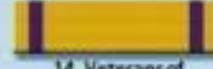
11. Reserve Officers Association Award



12. Military Order of World Wars Medal



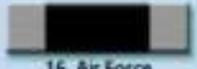
13. Military Officers Association Award



14. Veterans of Foreign Wars (VFW) Award



15. Military Order of the Purple Heart



16. Air Force Sergeants Association



17. Tuskegee Airman Inc. AFJROTC Cadet Award



18. The Retired Enlisted Association Award



19. Celebrate Freedom Foundation Award



20. Air Commando Association Award



21. Distinguished Unit Award With Merit



22. Distinguished Unit Award



23. Outstanding Organization Award



24. Outstanding Flight Ribbon



25. Top Performer Award



26. Outstanding Cadet Ribbon



27. Leadership Ribbon



28. Achievement Ribbon



29. Superior Performance Ribbon



30. Academic Ribbon



31. Cadet Leadership Course (CLC) Ribbon



32. Special Teams Placement Ribbon



33. Joint/All-Service National Competition Ribbon



34. Air Force Nationals Competition Ribbon



35. Orienteering Ribbon



36. Leadership Development Requirement (LDR) Leadership Ribbon



37. Drill Team Ribbon



38. Color Guard Ribbon



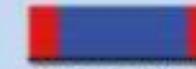
39. Sabre Team Ribbon



40. Marksmanship Ribbon



41. Good Conduct Ribbon



42. Service Ribbon



43. Health and Wellness Ribbon



44. Recruiting Ribbon



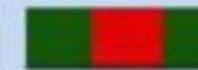
45. Activities Ribbon



46. Attendance Ribbon



47. Dress and Appearance Ribbon



48. Longevity Ribbon



49. Bataan Death March Memorial Hike Ribbon



50. Patriotic Flag Ribbon

Version: 1 August 2018

## 15-2 NATIONAL AWARDS

The presentation of awards will be at the Annual Awards Ceremony each April. Parents and/or guardians of all cadets will be invited to the ceremony. Appropriate dignitaries will also be invited to attend. A cadet **must** be present to receive an award.

- 1) The **Air Force Valor Award** (gold) recognizes JROTC cadets for voluntary acts of self-sacrifice and personal bravery.
- 2) The **Air Force Valor Award** (silver) recognizes JROTC cadets for voluntary acts of self-sacrifice and personal bravery.
- 3) The **Cadet Humanitarian Award** recognizes cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizen. This award is not to be used to recognize day-to-day service in the community.
- 4) The **Silver Star Community Service with Excellence Award** emphasizes the value of community service and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.
- 5) The **Community Service with Excellence Award** recognizes those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants, but to key leader(s) of the project.
- 6) The **Air Force Association Award** recognizes one outstanding AS-III cadet (Junior) who is of moral character, demonstrates positive attitudes, displays outstanding military potential and maintains consistent academic and military excellence. Historically, the winner of this award also receives the **Distinguished JROTC Cadet Award**.
- 7) The **Daedalian JROTC Achievement Award** is award annually to the AS-III cadet who must meet the criteria of demonstrating an understanding of patriotism, indicating a potential and desire to pursue a military career, ranking in the upper 10% of the JROTC class and 20% of their high school junior class.
- 8) The **American Legion JROTC Scholastic Award** is awarded annually to the AS-III or AS-IV cadet who must meet the criteria of being in the upper 10% of their high school class, the upper 25% of their JROTC class, demonstrate qualities of leadership and actively participate in student activities.
- 9) The **American Legion Military Excellence Award** is awarded annually to the AS-III or AS-IV cadet who must meet the criteria of being in the upper 25% of their JROTC class and has

demonstrated outstanding qualities in military leadership, discipline, character and citizenship.

- 10) The **American Veterans (AMVETS) Award** is awarded annually to one qualified cadet who demonstrates a positive attitude toward Air Force JROTC and service in the Air Force, outstanding personal appearance, exceptional personal attributes and officer potential. Must have an “A” average in JROTC and be in good standing in all other classes.
- 11) The **Reserve Officers Association Medal** is awarded to the AS-IV cadet who must meet the criteria of positive attitude, personal appearance, personal attributes, courtesy, and growth potential and must be in the upper 10% of the JROTC class.
- 12) The **Military Order of the World Wars** is awarded to the any cadet who must meet the criteria of having excellence in all aspects and a desire to continue with the JROTC program.
- 13) The **Military Officers Association of America JROTC Medal** is awarded to the AS-III cadet who must meet the criteria of being in good academic standing, of high moral character, loyalty to the unit, school, and country and show potential for military leadership.
- 14) The **Veterans of Foreign Wars Award** is awarded to the AS-III or AS-IV cadet who must meet the criteria of having a good attitude, military bearing, personal attributes, patriotism, courtesy, growth potential, grades (“B” in JROTC class and “C” in other subjects) and co-curricular activities.
- 15) The **Military Order of the Purple Heart** recognizes an outstanding AS-III or AS-IV cadet who demonstrates leadership ability. The cadet must have positive attitude towards JROTC and country, hold a leadership position within the corps, be active in school and community affairs and attain a “B” or better in all subjects for the current semester.
- 16) The **Air Force Sergeants Association (AFSA) Achievement Award** recognizes one outstanding AS-III or AS-IV cadet who demonstrates outstanding qualities in military leadership, discipline, character and citizenship.
- 17) The **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award** is awarded to any two 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year cadets who attain at least a “B” in JROTC, be in good academic standing in school, actively participate in corps activities and participate in at least 50% of all corps service programs.
- 18) The **Retired Enlisted Association (TREA) Award** is awarded for exceptional leadership to the most outstanding JROTC cadet while serving in an Enlisted Rank. The selected cadet must have shown outstanding leadership throughout the course of the school year.
- 19) The **Celebrate Freedom Award** is N/A for Stebbins High School.

- 20) The **Air Commando Association Award** recognizes a cadet who possess the 13 Critical Attributes of Success that distinguish an elite AFSOC Air Commando. These critical attributes include: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.
- 21) The **Distinguished Unit Award with Merit** is awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ JROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ JROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.
- 22) The **Distinguished Unit Award** is awarded to cadets enrolled during the academic year when a unit is selected by HQ JROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. JROTC Operations Support will post specific criteria for this award annually.
- 23) The **JROTC Outstanding Organization Award** is presented to cadets who were in JROTC during the period for which the unit was designated. Awarded by the JROTC Area Administrator. If designated as an Outstanding Unit a Bronze star will be added, with Merit will add a silver star.

### 15-3 RIBBONS

- 24) The **JROTC Outstanding Flight Award** is presented each semester to members of the outstanding flight.
- 25) The **Top Performer Award** is a Headquarters JROTC award presented to a maximum of 2% of the current unit cadet corps population.
- 26) The **Outstanding Cadet Award** is presented annually to the outstanding JROTC 1, 2, 3, 4 cadets.
- 27) The **JROTC Leadership Award** is presented for outstanding performance in a leadership position as a JROTC cadet in corps training activities.
- 28) The **JROTC Achievement Award** is presented for a significant achievement as deemed appropriate by the SASI.
- 29) The **JROTC Superior Performance Award** is presented for outstanding or meritorious service rendered specifically on behalf of JROTC.
- 30) The **JROTC Academic Ribbon** is presented for academic excellence as signified by attaining an overall school average of at least a "B" for the grading period and at least an "A" average in JROTC.

- 31) The **Summer Leadership School Ribbon** is presented for completion of a JROTC Summer Leadership program or equivalent.
- 32) The **Special Teams Competition Ribbon** is awarded to drill team members for placing” in a Drill Meet and Co-Curricular Team members (Drill, Cyber Patriot, Academic Challenge Team, and Rocketry) for “or competing in an Air Force or Joint Service competition.
- 33) The **All Service National Competition Ribbon** is awarded to drill team members who compete at any national competition (Daytona, FL; Montgomery, AL; etc.).
- 34) The **Air Force Nationals Competition Ribbon** is awarded to drill team members who compete at a national circuit regional drill meet (Wright State University).
- 35) The **Orienteering Competition Ribbon** is awarded to team members for “placing” in an orienteering meet or completing orienteering training during a JROTC Summer Leadership School.
- 36) The **Co-Curricular Activities Leadership Award** is presented for leadership in JROTC co-curricular activities.
- 37) The **Drill Team Ribbon** is presented for distinguished participation in at least 75% of all scheduled Drill Team events each semester.
- 38) The **Color Guard Ribbon** is presented for distinguished participation in at least 75% of all scheduled Color Guard events each semester.
- 39) The **Sabre Team Ribbon** is awarded to those cadets who participate on a sabre team either in competition or at a ceremony where a sabre team is used.
- 40) The **Marksmanship Ribbon** is awarded to those cadets who qualify through a sanctioned shooting event (such as National Rifle Association, military base marksmanship range, etc.). Criteria is at the discretion of the unit.
- 41) The **Good Conduct Ribbon** is awarded to cadets with no suspensions or time-outs of any kind, and no adverse reports from other staff or faculty in an academic term.
- 42) The **Service Ribbon** is presented for distinctive performance in school, community or JROTC service projects. To receive a Service Ribbon, a cadet must complete at least 15 hours of community service in or out of JROTC. Five of these hours must be JROTC- related.
- 43) The **Health and Wellness Ribbon** is presented for sustained participation and outstanding performance in a locally developed physical fitness program and scoring in the 40<sup>th</sup> percentile, or better, and completed all events
- 44) The **Recruiting Ribbon** is presented to any cadet who recruits a student or for outstanding effort in support of unit recruiting activities.

- 45) The **Activities Ribbon** is presented for participation in co-curricular activities/service projects as designated by the SASI.
- 46) The **Attendance Ribbon** is awarded to cadets with no more than 1 excused absence outstanding and no unexcused absences in an academic term (semester).
- 47) The **Dress and Appearance Ribbon** is awarded for wearing uniform on all designated uniform days and conforming to all JROTC dress and appearance standards. Ribbon is limited to 25% of cadet corps.
- 48) The **JROTC Longevity Ribbon** is presented for completion (passing) AS-I. Additional completed years are denoted by a bronze oak leaf cluster.
- 49) The **Bataan Death March Memorial Hike Ribbon** honors and remembers the sacrifices of the victims and survivors of World War II's Bataan Death March. JROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14-mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.
- 50) The **Patriotic Flag Ribbon** May be awarded for participation in *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's *Cadet Guide or Unit Operating Instruction*. (refer to the unit policy letter on award of this ribbon).

#### 15-4 BADGES

- A. **Ground School Badge.** Awarded for completion of the JROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade.
- B. **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.
- C. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

- D. **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. Awareness Presentation Team members will be selected by the SASI/ASI from volunteers who have provided a synopsis and/or presentation of their proposed presentation subject.
- E. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. The Kitty Hawk charter should spell out the requirements for entry into the society.
- F. **Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club.
- G. **Distinguished JROTC Cadet Badge.** The award recognizes one outstanding third-year cadet in a 4-year program selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient should hold the following awards prior to selection:
- a. Leadership Ribbon
  - b. Achievement Ribbon
  - c. Superior Performance Ribbon
  - d. Academic Ribbon
  - e. Co-curricular Activities Leadership Ribbon
  - f. Service Ribbon
- H. **Distinguished JROTC Cadet Badge.** The award recognizes one outstanding third-year cadet in a 4-year program selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.
- I. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript.
- J. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements in accordance with the JROTC and OH-022 model rocketry program guide.

# AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Optional  
Enlisted/Officer  
Service Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH

 <p>GROUND SCHOOL BADGE</p>	 <p>FLIGHT SOLO BADGE</p>	 <p>FLIGHT CERTIFICATE BADGE</p>	 <p>AEF BADGE (NEW)</p>
--------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------



Marksmanship  
Shield



AWARENESS  
PRESENTATION  
TEAM BADGE

Choose one only. Follow APT placement criteria.  
May NOT wear Marksmanship Shield and a  
Marksmanship Badge.



MARKSMANSHIP



SHARPSHOOTER



EXPERT

Choose one only. Place directly underneath  
ribbons. May NOT wear Marksmanship  
Shield and Marksmanship Badge. Do not  
wear Marksmanship badges with medals.

## CHAPTER 16

### REQUIRED KNOWLEDGE

All cadets in the OH-02 JROTC Program are required to learn basic facts about the United States, the Air Force, our JROTC Program and W.E. Stebbins High School. Following is a list of most of those basic facts:

#### 16-1 Air Force Information:

- A. JROTC Mission
- B. Air Force Core Values:
  - a. Integrity First
  - b. Service Before Self
  - c. Excellence In All We Do
- C. JROTC Cadet Honor Code: **“I WILL NOT LIE, CHEAT, OR STEAL, NOR WILL I TOLERATE THOSE WHO DO”**
- D. Air Force Song
- E. Phonetic Alphabet
- F. Current occupant of the following leadership position:
  - a. President of the United States
  - b. Vice-President of the United States
  - c. U.S. Secretary of Defense
  - d. U.S. Secretary of State
  - e. Secretary of the USAF
  - f. Air Force Chief of Staff
  - g. Chairman of the Joint Chiefs of Staff
  - h. Chief Master Sergeant of the USAF
- G. Military time.

#### 16-2 OH-022 Information:

- A. The W.E. Stebbins **High School Motto**: *“Enter to learn . . . go forth to serve.”*
- B. Drill Team motto: *“Deal with it!”*
- C. Cadet Corps **Chain-of-Command**
- D. The unit patch was approved by JROTC on May 9, 2016. The patch was designed by the following Cadets: Marcus Ayers, Austin Beatty, Lucas Bourgeois, Luke Earnest, Cameron Horn, Makayla Jones, Tarl LaRocco and Alexandria Mann.

ATTACHMENT 1  
UNIFORM STANDARDS

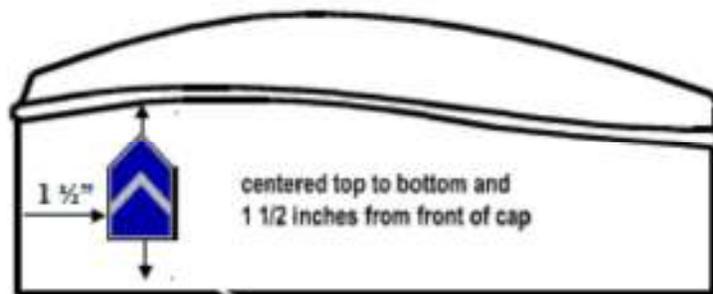
**CADET MALE HEADGEAR**

**SERVICE CAP (Officer and Enlisted)**



Officer Service Cap may also be worn with the large officer service cap insignia.

**FLIGHT CAP\* (Officer and Enlisted)**



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET FEMALE HEADGEAR

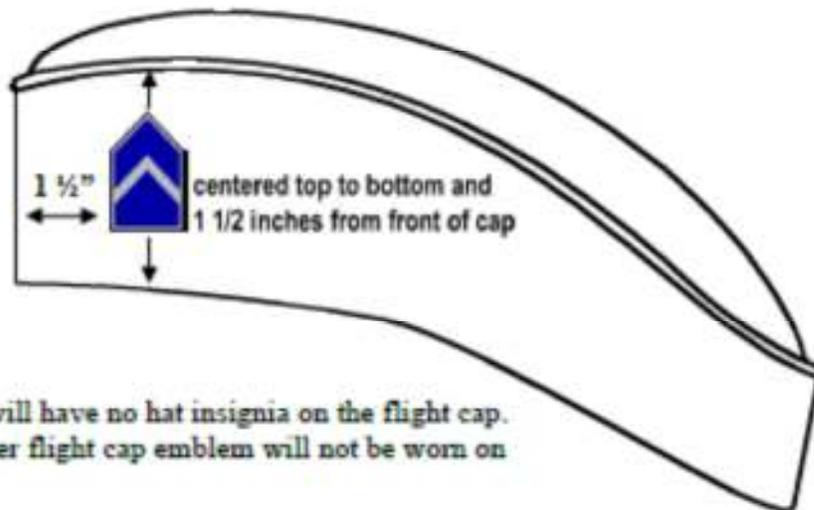
### SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



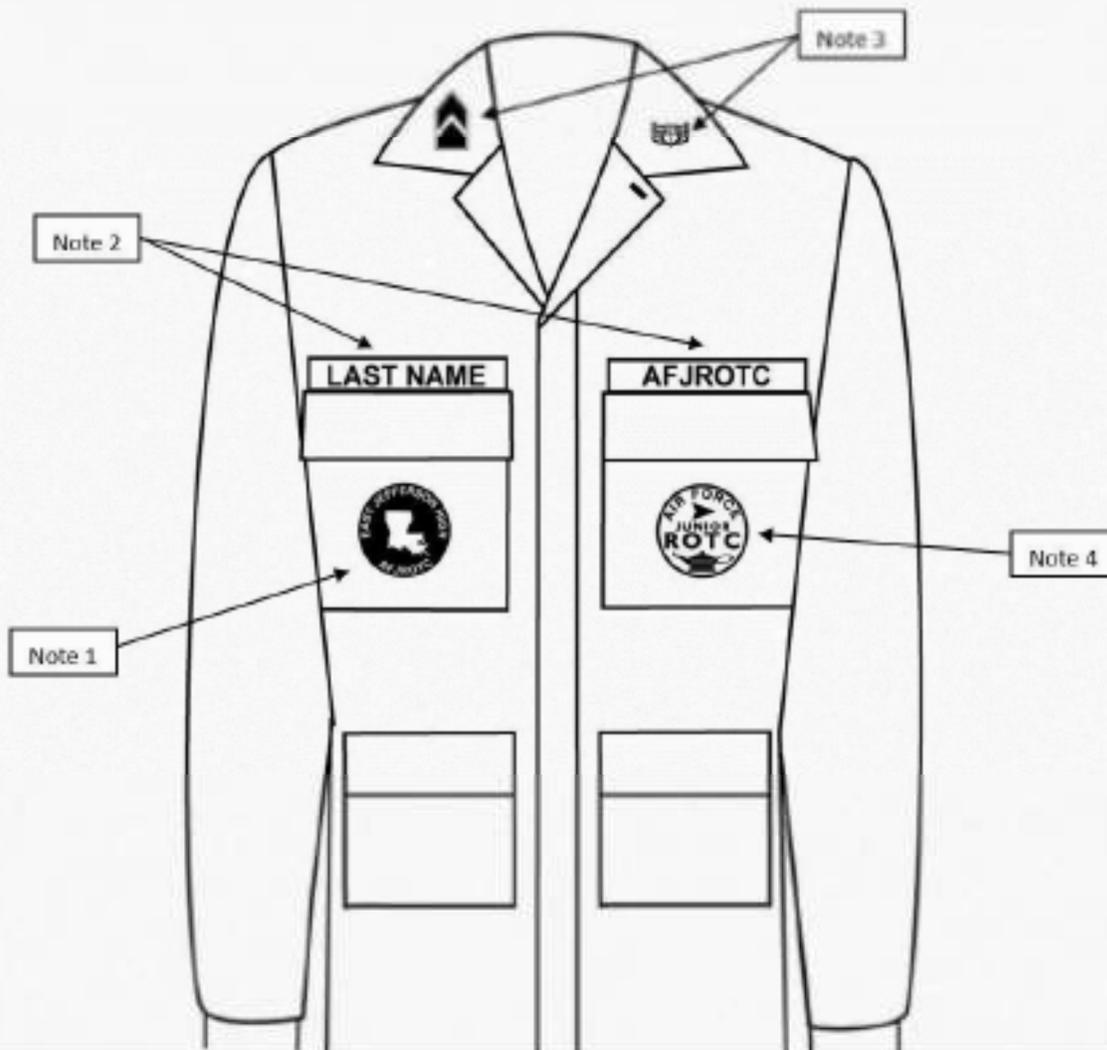
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

### FLIGHT CAP\* (Officer and Enlisted)



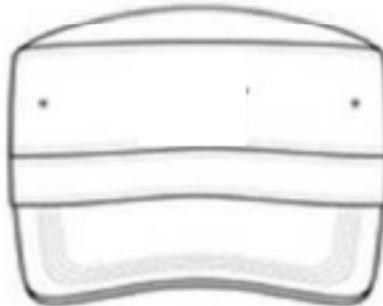
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET ABU Male and Female

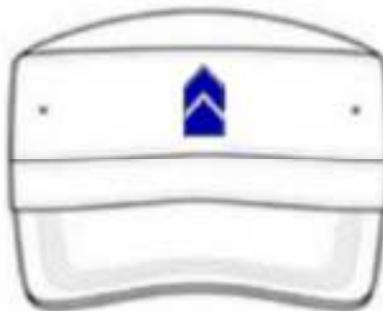


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

## CADET ABU HEADGEAR

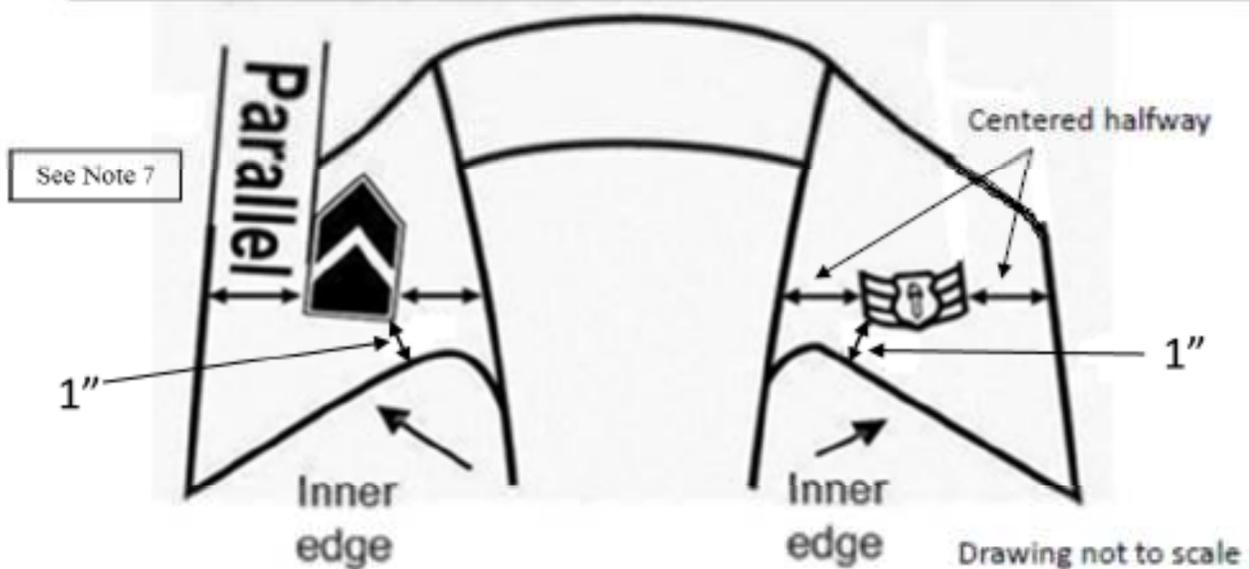


Enlisted Cadets will not wear rank on the ABU cap.



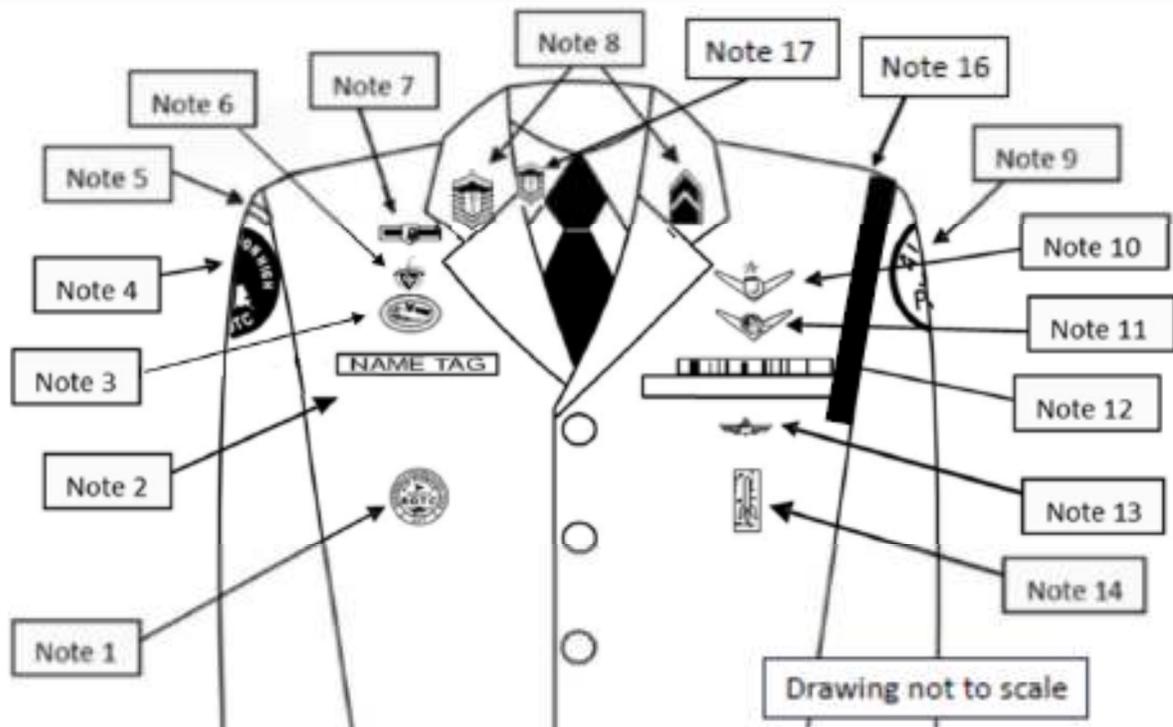
Officers will wear rank insignia on the ABU cap.

## CADET LIGHTWEIGHT BLUE JACKET



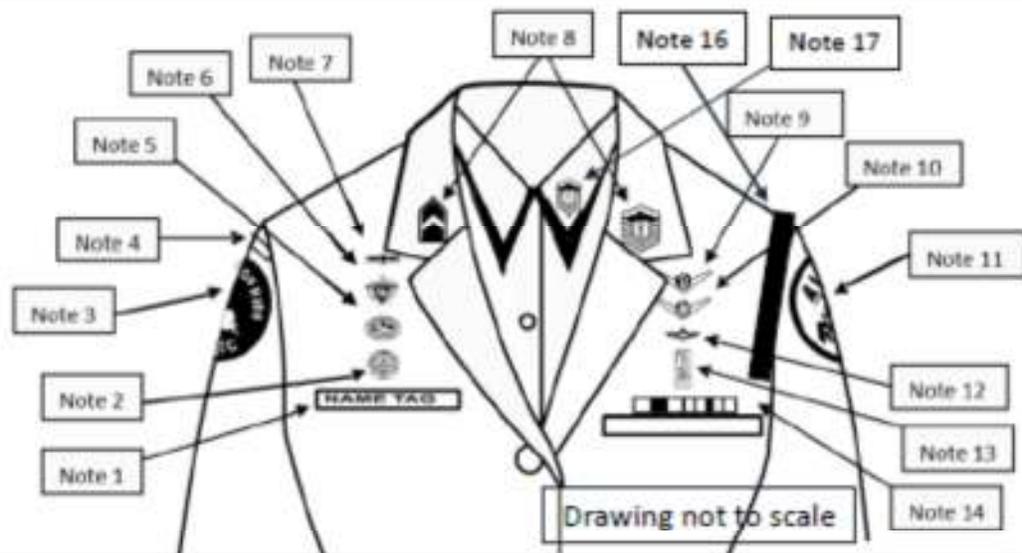
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{4}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve  $\frac{1}{4}$  to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

## CADET MALE SERVICE DRESS



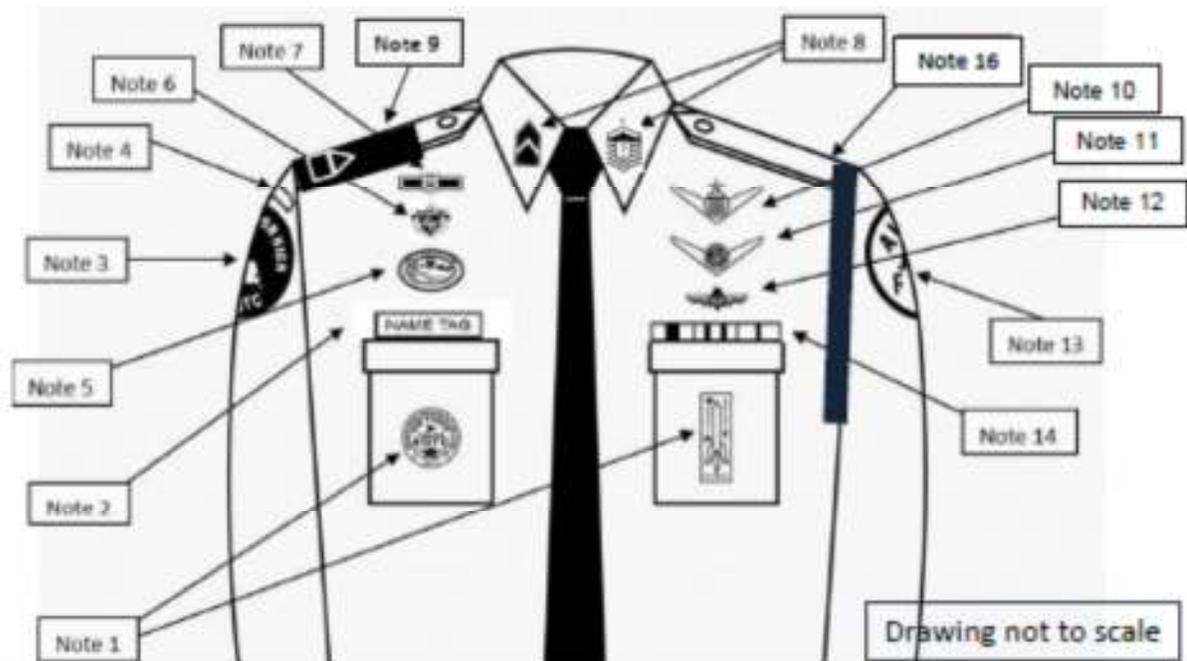
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{4}$  to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Place  $\frac{1}{4}$  to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{4}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{4}$  inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

## CADET FEMALE SERVICE DRESS



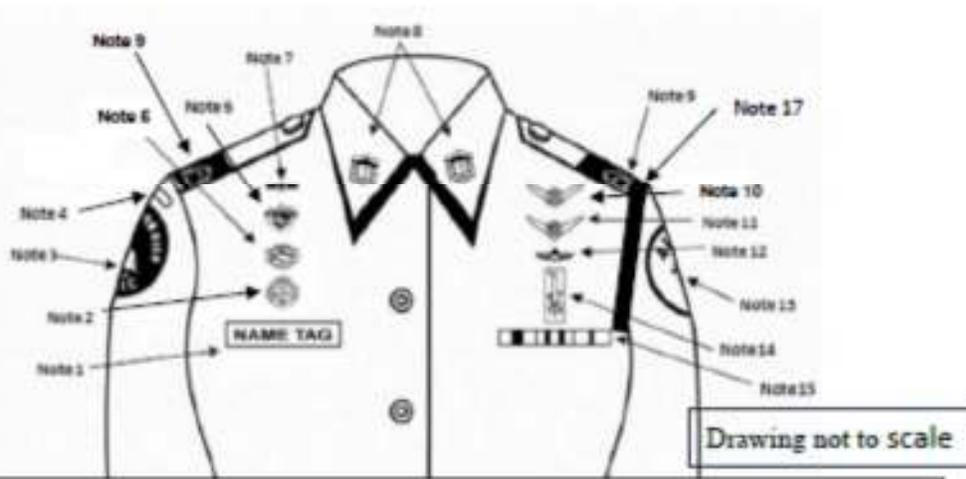
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ¼ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

## CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Flight Solo or Flight Certificate Badge. See Note 15.
11. Ground School Badge. See Note 15.
12. Academy of Model Aeronautic (AMA) Wings. See Note 15.
13. AFJROTC Patch, mandatory. Center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet
17. Medals (regardless of what type) are not authorized for wear on this uniform.

## CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch, mandatory. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

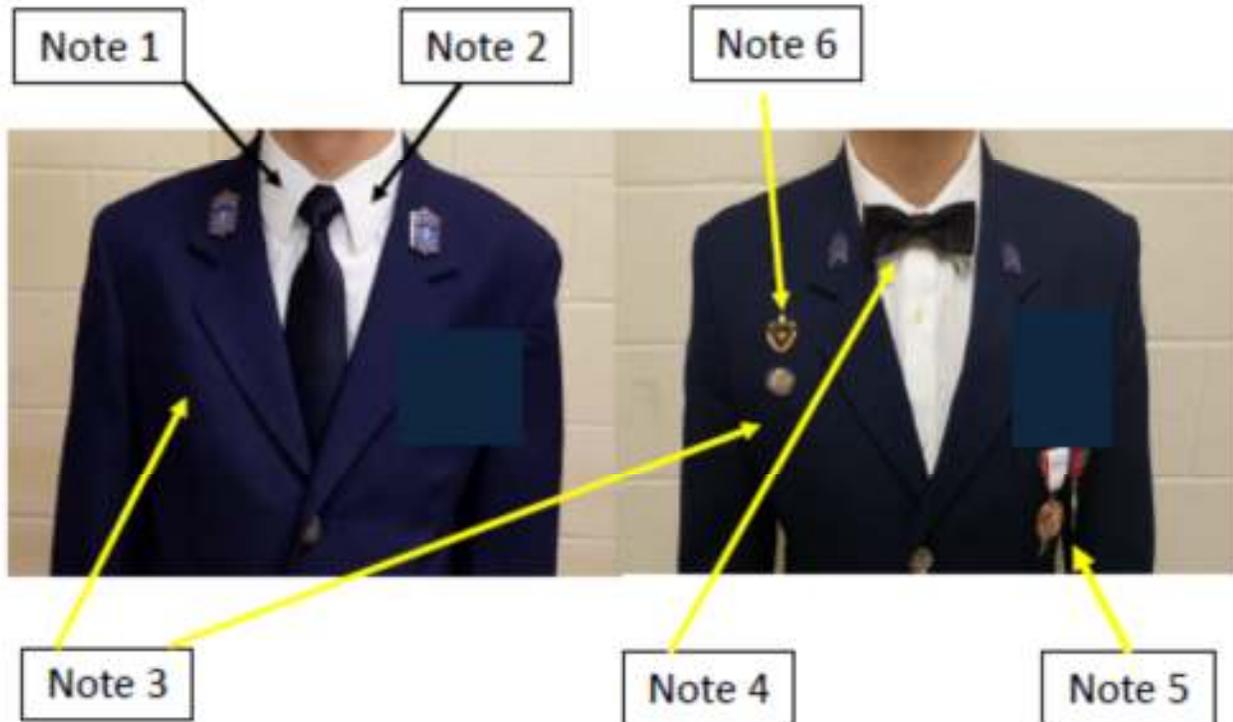
## FLIGHT SUIT (Male and Female)



1. \* AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. \* AFJROTC (white "Lamp of Knowledge") Patch (mandatory). Velcro attached.
3. \* American Flag Patch (mandatory). Velcro attached.
4. \* Cadet Rank and Cadet Name Patch (mandatory). Velcro attached. Black background with silver border/cadet rank/name.
5. Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.

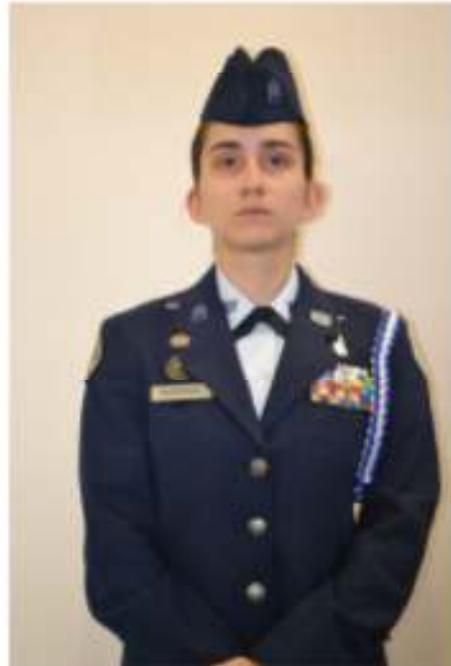
\* Flight patches may be purchased from a vendor using MilPer funds.

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.

## Sample Uniform Pictures



## Sample Uniform Pictures



**ATTACHMENT 2**  
**CADET LEADERSHIP COURSE WRITTEN OPTION**

Cadets also have the option of doing a writing assignment to satisfy the requirements. However, this option is only available to cadets the summer between the junior and senior year of high school. The writing assignment must cover the following areas:

**I. PHYSICAL TRAINING:**

- a. Describe in a paragraph the importance of physical training.
- b. Create a physical training program of 20 exercises, plus warm-up and cool-down exercises. List the 20 exercises, warm-up and cool-down and why you chose each individual exercise.

**II. DRILL:**

- a. In a paragraph, describe why drill is important.
- b. Create a drill routine that will take the flight from a report in, to a report out, and around the drill pad once. The routine must include the following movements (in no particular order):
  - Present arms
  - Order arms
  - Right face
  - Left face
  - About face
  - Parade rest
  - Right step march or left step march
  - Forward march
  - Flight halt
  - Flight attention
  - Dress right dress
  - Open ranks march
  - Close ranks march
  - Column right or column left march
  - To the rear march
  - Left flank march or right flank march
  - Eyes right/ready front

**III. LEADERSHIP:**

- a. Describe in a paragraph why leadership is important.
- b. Give examples of what being a good leader is.
- c. Pick one person who you think is/was a good leader and explain why.
- d. Describe what being a good follower is and give examples.

**IV. CHAIN OF COMMAND:**

- a. Who are the following in the chain of command?
  - Commander in Chief
  - Vice President of the United States

- Speaker of the House
- Secretary of State
- Secretary of Defense
- Secretary of the Air Force
- Chairman of the Joint Chiefs of Staff
- Air Force Chief of Staff
- Commander of Air Education and Training Command
- Commander of Air University
- Commander of the Holm Center
- Director of AFJROTC
- Chief Master Sergeant of the Air Force
- Senior Aerospace Science Instructor
- Aerospace Science Instructor

V. REQUIRED KNOWLEDGE:

- a. Air Force Core Values.
- b. Air Force Honor Code.
- c. Air Force Motto.
- d. The mission of AFJROTC.

When completed, turn in on the first day of school of your senior year, or e-mail to MSgt Hood at [mike.hood@madriverschools.org](mailto:mike.hood@madriverschools.org).